

School Sports Programme (Special School) – Application Guide 2024/25

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Organised by the Leisure and Cultural Services Department

School Sports Programme (Special School) 2024/25

Introduction

The School Sports Programme (Special School) 2024/25 (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

- 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 Hong Kong Stadium, Tuen Mun Recreation and Sports Centre, Hong Kong Velodrome and Chong Hing Water 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 **at indoor venues on their own campus** 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.42) or contact the relevant District Leisure Services Offices, the enquiry numbers of which can be found on the LCSD website (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	September 2024 to January 2025	On or before 28 June 2024 (Friday)
II	February to June 2025	On or before 15 November 2024 (Friday)
III	July to August 2025	On or before 11 April 2025 (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)

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 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.

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 website** to download the **electronic application forms** for the respective activities by following the instructions as set out in the Prospectuses (www.lcsd.gov.hk/en/ssp/special_school_info/application_guide.html) in the **Prospectus**.



Step 1.3 Completed **electronic application forms** should be submitted by email at applicationspp@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 applicationspp@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.

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 or, alternatively, discuss the details involved with the coaches on their own. Schools are also required to notify the Department 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 National Sports Associations (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.46 to P.47 of Appendix IV) must be returned to us by fax on 2696 5391 or email at applicationssp@lcsd.gov.hk within one week upon completion of the activity.

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	Type of Sport	Target Participants			
		Schools for Intellectual Disability	Schools for Physical Disability	Schools for Visual Impairment	Schools for Hearing Impairment
1.	Badminton (for Hearing Impairment)				✓
2.	Chair Stretching	✓	✓	✓	✓
3.	Duathlon	✓	✓	✓	✓
4.	Fitness Exercise	✓	✓	✓	✓
5.	Gymnastics for All	✓	✓		✓
6.	Indoor Para-Rowing	✓	✓	✓	✓
7.	Physical Fitness	✓	✓	✓	✓
8.	Rhythmic Fitness Movement	✓	✓	✓	
9.	Rugby	✓			✓
10.	Tennis/Mini Tennis	✓	✓		✓
11.	Tenpin Bowling (for Hearing Impairment)				✓
12.	Guided Visit to Sports Venues <ul style="list-style-type: none"> ● Hong Kong Stadium ● Tuen Mun Recreation and Sports Centre (Play-in session: golf/ archery) ● Chong Hing Water Sports Centre (Play-in session: sailing/ windsurfing/ canoeing activities on land based simulators) ● Hong Kong Velodrome (Play-in session: track cycling simulators) 	✓	✓	✓	✓

- For any enquiries about the Hospital Schools or School for Social Development, please contact 2601 7602.

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Other Recreation Activities		Duration	Estimated number of participants per session (including accompany carers)
1.	Day Camp	Details refer to P.21	48
2.	Hiking	Details refer to P.23-P27	24

Guided Visits to Sports Venues		Duration	Estimated number of participants per session (including accompany carers)	
1.	Visit to Hong Kong Stadium	1 hour	48	
2.	Visit to Tuen Mun Recreation and Sports Centre	2 hours	48	
3.	Visit to Chong Hing Water Sports Centre	2.5 hours	48	
4.	Hong Kong Velodrome	Activity A	2.5 hours	40
		Activity B	2 hours	40

Sport Exhibitions		Duration	Note
1.	X : Sports and Water (Special School)	At least 7 days	Details refer to P.28
2.	Y : The Knowledge of Physical Fitness (Special School)		
3.	Z : Introduction of Special School Programme		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Badminton (for Hearing Impairment) – Prospectus

Key Information Type of Activity	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Hearing Impairment	
Outline	<ul style="list-style-type: none"> • Introduction to badminton • Introduction to the equipment, venue facilities and safety rules • Play-in session 	<ul style="list-style-type: none"> • Basic training on serving, basic stroke • Training on receiving and practice match • Training for basic footwork • Mini-competitions
Venue Requirements	School venue (two standard badminton courts or venue of similar size, with a minimum ceiling height of 8m) (Subject to the actual number of participants)	
Fee	Free	
Equipment to be provided by NSAs	16 rackets, 24 shuttlecocks	16 rackets, 48 shuttlecocks
Clothing of Participants	Sportswear and sports shoes	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	16	
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm	
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 	
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Chair Stretching – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/ Visual Impairment/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to chair stretching • Demonstration and play-in session 	<ul style="list-style-type: none"> • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls • Improving flexibility • Strengthening muscles and reducing the risk of osteoporosis 	
Venue Requirements	Indoor venue with adequate space		
Fee	Free		
Equipment to be provided by NSAs	N.A.		
Equipment to be provided by School	Chairs with no armrest and headset microphones as well as assign staff to maintain order		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Duathlon – Prospectus

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/ Visual Impairment/Hearing Impairment		
	Primary and Secondary School	Primary 3 to Primary 6 Students	Above Primary 3 and Secondary Students
Outline	<ul style="list-style-type: none"> • Introduction to the development and history of the sport, the equipment, and the content of competition • Briefing on basic skills • Play-in session 	<p style="text-align: center;"><u>Duathlon</u> 【Cycling and Running】</p> <p>Students should be able to ride a bicycle.</p> <p>Training on duathlon will be provided to teach basic skills, including training on cycling and running, transition between events, as well as time trials.</p>	<p style="text-align: center;"><u>Duathlon</u> 【Cycling and Running】</p> <p>Students should be able to ride a bicycle.</p> <p>Training on duathlon will be provided to teach competition skills, including training on individual events for enhancement of personal skills.</p>
Venue Requirements	One basketball court/ School hall	One to two basketball courts/ School hall	One to two basketball courts/ School hall
Fee	Free		
Equipment to be provided by NSAs	Bicycle machine	N.A.	N.A.
Equipment to be provided by school	Television, disc player, notebook computer, screen, projector, 2 portable amplifiers and 2 stopwatches	10 bicycles, 15 traffic cones, 2 portable amplifiers and 2 stopwatches. *Please contact the LCSD if the school is unable to provide the bicycles	
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 6 sessions; At least 2 hours per session	At least 10 sessions; At least 2 hours per session
Estimated No. of Participants per Session	40	20	20
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form

Key Information	Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .			
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 			
Enquiry No./ Website	<p style="text-align: center;">2601 7602 /</p> <p style="text-align: center;">www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html</p>			

**Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Fitness Exercise – Prospectus**

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/ Visual Impairment/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to Fitness Exercise • Demonstration and play-in 	<ul style="list-style-type: none"> • Improving cardiopulmonary functions and blood circulation • Strengthening muscles and reducing the risk of osteoporosis • Enhancing the mobility and flexibility of joints to lower the risk of injuries and falls 	
Venue Requirements	Indoor venue with adequate space		
Fee	Free		
Equipment to be provided by NSAs	N.A.		
Equipment to be provided by School	Headset microphones as well as assign staff to maintain order		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCS D, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Gymnastics for All – Prospectus

Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Brief Information			
Target Participants	Students with Intellectual Disability/Physical Disability/ Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction of Gymnastics for All • Introduction of light equipment and safety guideline • Play-in session 	<ul style="list-style-type: none"> • Basic movement training • Use of light equipment 	<ul style="list-style-type: none"> • Basic movement training • Use of light equipment • Movement with music • Learning of team work, performance
Venue Requirements	Basketball court or school hall, with P.A. system		
Fee	Free		
Equipment to be provided by NSAs	Light equipment, such as scarves, hoops, ribbons, balls.		
Clothing of Participants	Sportswear and sport shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 6 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	15 – 20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 4 pm; Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Hong Kong, China Rowing Association
Subvented by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Indoor Para-Rowing – Prospectus

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/Visual Impairment/ Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to indoor para-rowing • Introduction to equipment and safety rules • Play-in session 	<ul style="list-style-type: none"> • Correct posture • Fitness training 	<ul style="list-style-type: none"> • Correct posture • Fitness training • Mini-competitions
Venue Requirements	Indoor/covered venue		
Fee	Free		
Equipment to be provided by NSAs	Indoor rowing machines	N.A.	N.A.
Equipment to be provided by School	N.A.	Indoor rowing machines *Please contact the LCSD for enquiry if the school is unable to provide the machines.	
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session	At least 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	20		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

**Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Physical Fitness – Prospectus**

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/ Visual Impairment/Hearing impairment Physical requirements: Basic lower limb mobility, able to stand and walk		
Outline	<ul style="list-style-type: none"> • Introduction to fitness games • Demonstration and play-in session 	<ul style="list-style-type: none"> • To train body stability and co-ordination ability through different forms of fitness games to improve balance, body co-ordination and agility • Enhancing the quality of life and functional abilities 	
Venue Requirements	Indoor venue (chairs are required)		
Fee	Free		
Equipment to be provided by NSAs	Balance boards, mini hurdles, speed ladders		
Equipment to be provided by School	School venues with adequate space and headset microphones as well as assign staff to maintain order.		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	10		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

**Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Rhythmic Fitness Movement – Prospectus**

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Physical Disability/Visual Impairment Physical requirements: Basic upper limb mobility, ability to hold light objects with one hand or both hands and with normal hearing.		
Outline	<ul style="list-style-type: none"> • Introduction to fitness movements • Demonstration and play-in session 	<ul style="list-style-type: none"> • Following the rhythm of music, participants will perform fitness movements rhythmically in a continuous effort to train the flexibility of major joints and muscular endurance • Enhancing quality of life and functional abilities • Cardiorespiratory functions will also be improved 	
Venue Requirements	Indoor venues with adequate space (available of using rainbow umbrella)		
Fee	Free		
Equipment to be provided by NSAs	The rainbow umbrella, gymnastic balls, beanbags, etc.		
Equipment to be provided by School	Chairs and headset microphones as well as assign staff to maintain order		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	10		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

**Organised by the Hong Kong China Rugby
Subvented by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Rugby – Prospectus**

Type of Activity Key Information	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Target Participants	Students with Intellectual Disability/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to Rugby • Skill demonstration • Safety point during try or pick up the ball from ground • Group game 	<ul style="list-style-type: none"> • Catch skill training • Training on covers running • Training on keep the ball in hands and run • Mini-competitions (Touch Rugby) 	<ul style="list-style-type: none"> • Training on covers skills • Touch rugby competition • Training for group defense • Learning about teamwork, discipline and respect
Venue Requirements	Indoor basketball court or school hall (about the size of two standard badminton courts with a smooth floor)		
Fee	Free		
Equipment to be provided by NSAs	30 plastic marker disc cones, 6 rugby balls (size 3 or 4), 30 tag rugby bell sets		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 2 hours per session	At least 5 to 8 sessions; At least 2 hours per session
Estimated No. of Participants per Session	30		
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 4 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Tennis/Mini-Tennis – Prospectus

Type of Activity	Sport Demonstration	Easy Sport Programme	Outreach Coaching Programme
Key Information			
Target Participants	Students with Intellectual Disability/Physical Disability/Hearing Impairment		
Outline	<ul style="list-style-type: none"> • Introduction to tennis • Demonstration of skill • Play-in session 	<ul style="list-style-type: none"> • Games for coordination • Serve training • Volley training 	<ul style="list-style-type: none"> • Drive training • Serve training • Mini-competitions
Venue Requirements	Indoor basketball court or covered venue of similar size		
Fee	Free		
Equipment to be provided by NSAs	Mini rackets, mini tennis balls, tennis nets, plastic marker cones		
Equipment to be provided by School	At least 1 badminton net with net stand		
Clothing of Participants	Sportswear and sports shoes		
Duration	2 hours per session	At least 2 to 4 sessions; At least 1.5 to 2 hours per session	At least 5 to 8 sessions; At least 1.5 to 2 hours per session
Estimated No. of Participants per Session	40	16	20
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm		
Enrolment Form	Sport Demonstration – General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form	Outreach Coaching Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationssp@lcsd.gov.hk .		
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSd, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. School of hearing-impairment: the school is required to arrange a sign language interpreter during activities. 		
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html		

Organised by the Leisure and Cultural Services Department
School Sports Programme (Special School)
Tenpin Bowling (for Hearing Impairment) – Prospectus

Key Information \ Type of Activity	Sport Demonstration	Easy Sport Programme
Target Participants	Students with Hearing Impairment	
Outline	<ul style="list-style-type: none"> • Introduction to tenpin bowling • Introduction to the equipment, venue facilities and safety rules • Choosing the right bowling ball • Play-in session 	<ul style="list-style-type: none"> • Training on holding and rolling a bowling ball • Basic footwork • Rules of competition
Venue Requirements	6 bowling lanes (Depending on the actual number of participants)	
Fee	Free	
Equipment to be provided by NSAs	Bowling balls and bowling shoes will be provided by the venue	
Clothing of Participants	Sportswear and socks	
Duration	2 hours per session	At least 4 sessions; At least 2 hours per session
Estimated No. of Participants per Session	24	
Proposed Date/ Time of Activity	Monday to Friday: 9 am to 6 pm, Saturday: 9 am to 1 pm	
Enrolment Form	Sport Demonstration –General Sport Enrolment Form	Easy Sport Programme – General Sport Enrolment Form
How to Enrol	Please submit the completed e-form before the deadline (please refer to “Application” (P.3) of this Guide for the dates) by email at: applicationsp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. A person-in-charge aged 18 or above or a teacher should be designated to oversee the activities. 2. Participants should wear proper sportswear and socks. 3. If a school requests for cancellation of an activity for which a venue and a coach have been arranged by the LCSD, no re-scheduling of an activity will be arranged. 4. The actual teaching content will be properly adjusted in accordance with participants’ capabilities. 5. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 	
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Sport Education Programme – Day Camp Prospectus

Venue	Lei Yue Mun Park	Lady MacLehose Holiday Village	Sai Kung Outdoor Recreation Centre	Tso Kung Tam Outdoor Recreation Centre
Check-in time	After 9:30 am			
Check-out time	Before 4:30 pm			
No. of Participants (Including accompany carers)	48 maximum			
Activity Facility	<p>Sports Activity: Sport Climbing, Archery, Rope, Badminton, Table-Tennis, Tennis, Squash, American Pool etc.</p> <p>Recreation Activity: Air hockey, Chinese Billiard, Arts & Crafts, Reading, Children's Play, Soccer Game, etc.</p> <p>For more venue facilities, please visit www.lcsd.gov.hk/en/camp/index.html.</p>			
Application Form	Sport Education Programme – Day Camp Enrolment Form			

How to Enrol : Please submit the completed e-form 4 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk. Otherwise, LCSD may not be able to handle the application in time.

Note :

- Catering service is not included. Please contact the restaurant and place your order by email or fax at least 1 week before the camping date if catering service is required.
- Day Camp will be cancelled if Typhoon Signal No. 3 or above remains hoisted or Red/Black Rainstorm Warning Signal is still in force at 7:00 am. If typhoon signal No. 3 or above is hoisted after campers have checked in, the campers must leave the camp.
- The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport.

Enquiry No./ Website : 2601 7602 /
www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

Sport Education Programme – Guided Visits to Sports Venues Prospectus

- Objective : To enhance students’ understanding of local sports facilities by introducing the operation and management of sports venues to them.
- Activity : Visits to the LCSD’s sports venues and water sports centre, and introduction to operation and management of sports venues by staff.
- Target : Students of special schools
- Participants :

Venue	Hong Kong Stadium	Tuen Mun Recreation and Sports Centre	Chong Hing Water Sports Centre	Hong Kong Velodrome	
				Activity A	Activity B
Date/Time Available for Selection	Tuesday to Thursday 9 am to 12 nn; or 2 pm to 5 pm	Monday, Thursday 1 pm to 6 pm; or Tuesday, Wednesday and Friday 9 am to 6 pm (except public holidays)	Monday to Friday 9:30 am to 12 nn; or 2 pm to 4:30 pm (except Thursday)	Monday to Friday 9 am to 6 pm (Except public holidays and maintenance day) The 1st and 3rd Tuesday each month from 7 am to 1 pm is the maintenance day. If a maintenance day falls on a public holiday, it will be rescheduled to the next working day.	
Duration	1 hour per session	2 hours per session	2.5 hours per session	2.5 hours per session	2 hours per session
Estimated No. of Participants per Session (Including accompanying carers)	48	48	48	40 (Each accompanying carer may take care of no more than 5 students)	
Play-in Session	Not Applicable	Golf and archery play-in	Sailing/ windsurfing/ canoeing activities on land based simulators	Track cycling (simulator) play-in	Not Applicable
Enrolment Form	Sport Education Programme – Guided Visits to Sports Venues Enrolment Form				

- How to Enrol : 1. Please submit the completed e-form 3 months before the proposed activity date by email at: applicationsp@lcsd.gov.hk.
2. If the school requests the cancellation of an activity for which a venue and a coach have been arranged by the LCSD as requested by the school in its application, re-scheduling of the activity may not be arranged.
- Remarks : 1. Students participating in the visits to Hong Kong Velodrome must meet the following **two criteria** for eligibility to participate in the track cycling play-in sessions involved in Activity A:
- i) Aged 11 or above; and
- ii) With a height of 146 cm (4 feet 9 inches) or above.
2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport.

Enquiry No./ Website : 2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

Sport Education Programme – Hiking

Prospectus

Route No. Key Information	AA1	AA2	AA3	AA4
Fee	Free			
Level of Difficulty	Easy			
Countryside Map	Hong Kong Island	North West New Territories	North West New Territories	Lantau Island
Starting Point	Pok Fu Lam Public Riding School	Lok Ma Chau	Wah Fat Playground	Shek Mun Kap
Finishing Point	University Drive, Hong Kong University	Ho Sheung Heung	Miu Fat Buddhist Monastery	Ngong Ping Village
Brief	<p>Start at Pok Fu Lam Reservoir Road and walk along the Peak Trail in a reverse direction. Enter Lugard Road at the Peak to take in the spectacular views of Victoria Harbour on the path skirting around the Peak. If you follow the trail in the opposite direction along Harlech Road, you will come across a splendid waterfall before arriving at a picnic area. Walk down Hatton Road to visit the relics of the century-old Pinewood Battery, where the traces of war are still evident. When walking on the Hong Kong Trail, you will find a wealth of historical attractions such as boundary stones and heritage buildings, and plenty of natural sights for the study of the</p>	<p>Start at Lok Ma Chau Path and proceed to Lok Ma Chau Garden. There is a viewing point in the garden, where you can overlook the vast area of fish ponds near Shenzhen River. Then take the concrete path leading to the villages which are no longer included in the closed area since 2013. Enjoy the scenery of the fishponds and farmlands along the way, which offers a stark contrast with the urban views of Shenzhen to the north of the tranquil ponds, and feel the distinctive rural flavor pervading the villages. Continue along the riverside of River Indus (Ng Tung River) and River Beas (Sheung Yue River) to arrive at Ho Sheung Heung. The</p>	<p>Start at Wah Fat Playground, climb up the stone steps and continue along Tuen Mun Fitness Trail (Section 10 of the MacLehose Trail). Then make a turn to Tuen Mun Trail. Proceed to Lam Tei Reservoir via Fu Tei. This gentle path of half earth half concrete offers an extensive view. As the middle section on Tuen Mun Trail is a slightly rugged path, so take care of your accompanying children. You can enjoy a big meal at Lam Tei Main Street in front of Miu Fat Buddhist Monastery at the end of the trip.</p>	<p>Start at Shek Mun Kap and walk up to Ngong Ping via Tei Tong Tsai. This section comprises mainly uphill paths and steps. There are a number of old temples along the way. After going through Dongshan Famen, you may visit Wisdom Path, Po Lin Monastery, Tian Tan Buddha Statue and Ngong Ping Village. Take in the gorgeous views of Lantau Peak and Shek Pik Reservoir from afar. The entire route goes uphill.</p>

	history and geography of Hong Kong Island.	route is generally smooth and easy to walk.		
Length	about 7 km	about 8 km	about 8 km	about 5 km
Duration	about 4 hours	about 4 hours	about 3.5 hours	about 4 hours
No. of Participants (Including accompanying carers)	24			
Enrolment Form	Sport Education Programme – Hiking Enrolment Form			
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .			
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if Typhoon Signal No.3 or above or Amber, Red or Black Rainstorm Warning Signal is hoisted by Hong Kong Observatory <u>3 hours before the activity.</u> The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit www.lcsd.gov.hk/en/healthy/hiking/index.html. 7. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 			
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html			

Sport Education Programme – Hiking
Prospectus

Route No. Key Information	BB1	BB2	BB3	BB4
Fee	Free			
Level of Difficulty	Moderate			
Countryside Map	North West New Territories	North East & Central New Territories	Hong Kong Island	Hong Kong Island
Starting Point	Tsuen Kam Au, Tai Mo Shan	Pineapple Dam, Shing Mun Reservoir	Wan Chai Gap	Greenery Mini-garden, Braemar Hill
Finishing Point	Fu Yung Shan Road	Pai Tau Village	Mount Butler Road, Jardine's Lookout	Tai Tam Tuk Reservoir
Brief	<p>Walk along the Hiking Practice Trail in Tai Mo Shan before entering the Rotary Park Nature Trail. Walk down the trail until you reach the watercress fields at Chuen Lung Village. Then take the tranquil path in the south of Tai Mo Shan and visit the 4-faced Buddha at Chuk Lam Sim Yuen, Fu Yung Shan, before proceeding to Tsuen Wan. The route is largely downhill with a rugged section which takes about</p>	<p>Shing Mun Country Park, located south east of Tai Mo Shan, is full of intersecting footpaths and lyrical scenery. The Shing Mun Reservoir lying amid lush hills, reservoir walks, Tai Shing Stream, woodlands of paperbark trees and the arboretum are the major attractions. Walk along the woodland paths around the reservoir and head for Sha Tin via To Fung Shan after crossing the pass between Grassy and Needle Hills. Alternatively, you</p>	<p>Start at Wan Chai Gap, walk along Middle Gap Road and then take the footpath at the end of the road to Middle Gap. Head east along Black's Link to Wong Nai Chung Gap. Take Sir Cecil's Ride, walk past Sir Cecil's Garden and proceed to Mount Butler Road.</p>	<p>Start at Braemar Hill and walk toward Quarry Gap via Sir Cecil's Ride. Then visit Tai Tam Reservoirs and enjoy the scenery and explore a century-old British style masonry arch bridges along the way. The route is mostly on the restricted access of the reservoir with a few sections of relatively gentle footpaths.</p>

	25 to 30 minutes to walk.	may take a footpath on the left leading to Pai Tau Village and visit the Ten Thousand Buddhas Monastery before proceeding to Sha Tin if you are physically fit for it. The early section of the route comprises uphill restricted access of the reservoir while the later section comprises downhill footpaths.		
Length	about 4.5 km	about 10.5 km	about 6.5 km	about 9 km
Duration	about 4 hours	about 5 hours	about 4.5 hours	about 4.5 hours
No. of Participants (Including accompanying carers)	24			
Enrolment Form	Sport Education Programme – Hiking Enrolment Form			
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .			
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if Typhoon Signal No.3 or above or Amber, Red or Black Rainstorm Warning Signal is hoisted by Hong Kong Observatory <u>3 hours before the activity.</u> The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit www.lcsd.gov.hk/en/healthy/hiking/index.html. 7. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 			
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html			

Sport Education Programme – Hiking
Prospectus

Route No.	BB5	BB6
Key Information		
Fee	Free	
Level of Difficulty	Moderate	
Countryside Map	North East & Central New Territories	North West New Territories
Starting Point	Hok Tau	Tai Tong Barbecue Area
Finishing Point	Fung Yuen	Ho Pui Tsuen
Brief	Follow Hok Tau Road and walk past Hok Tau Campsite to reach Hok Tau Reservoir. Proceed to Cheung Uk via the ancient path and visit Sha Lo Tung Valley before walking downhill to Ting Kok Road through a vehicular access or via Fung Yuen. The route covers ancient stone paths, hillside footpaths and vehicular access.	Visit the Sweet Gum Woods in Tai Tong and stroll along the tree-lined path. In winter, the woods become a popular attraction in Hong Kong when the leaves of the sweet gum trees turn red. Visit Kat Hing Bridge, take the forest track and the footpath on the right leading to Ho Pui Reservoir. The route finishes at Ho Pui Tsuen, with a slightly rugged uphill path in the latter section.
Length	about 5.5 km	about 8.5 km
Duration	about 3 hours	about 4.5 hours
No. of Participants (Including accompanying carers)	24	
Enrolment Form	Sport Education Programme – Hiking Enrolment Form	
How to Enrol	Please submit the completed e-form 3 months before the proposed activity date by email at: applicationssp@lcsd.gov.hk .	
Points to Note	<ol style="list-style-type: none"> 1. Adequate accompanying carers aged 18 or above should be designated to oversee the activities. 2. Participants should wear proper sportswear and sports shoes. 3. The actual route may be changed subject to participants' ability. 4. The school should ensure participants' health condition is good for hiking and to seek medical consultation if necessary. 5. The activity will be cancelled if Typhoon Signal No.3 or above or Amber, Red or Black Rainstorm Warning Signal is hoisted by Hong Kong Observatory 3 hours before the activity. The person in charge should pay attention to the latest weather condition during the activity. Change or cancel the activity plan if inclement weather is forecasted. 6. For further information of hiking route and safety guidelines, please visit www.lcsd.gov.hk/en/healthy/hiking/index.html. 7. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 	
Enquiry No./ Website	2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html	

Sport Education Programme – Sport Exhibition Prospectus

- Objective : To enhance students’ knowledge of and interest in sports
- Target Participants : Students of special schools
- Outline : To organise a series of exhibitions in which display panels will be used to present the relationship between sports and water, the knowledge of fitness and the information on special school programme etc.
- Duration : Seven days or above
- Quota : No restriction
- Venue : School halls, covered playgrounds or indoor facilities

	Set	Topics	Panel Size
1.	X	Sports and Water (Special School)	8 pieces (Approx.: 1.1m(W) x 1.65m(H) each)
2.	Y	The Knowledge of Physical Fitness (Special School)	8 pieces (Approx.: 1m(W) x 2m(H) each)
3.	Z	Introduction of Special School Programme	5 pieces (Approx.: 1m(W) x 2m(H) each)

- Fee : Free
- Enrolment Form : Sport Education Programme – Sport Exhibition Enrolment Form
- How to Enrol : Please submit the completed e-form 3 months before the proposed activity date by email at: applicationsp@lcsd.gov.hk. Otherwise, LCSD may not be able to handle the application in time.
- Remarks :
 1. Exhibition panels in English and of smaller sizes (0.45m(W) x 1.6m(H)) have been prepared for use by schools.
 2. Exhibition panels on “Sports and Water” are enhanced with visual and audio effects, with reference materials available for use by schools.
 3. Schools may if necessary apply to the LCSD for arranging school visits by physical fitness instructors to assist students in participating in the activities, such as water bottle lifting.
- Enquiry No./ Website : 2601 7602 / www.lcsd.gov.hk/en/ssp/special_school_info/special_school.html

The completed enrolment form should be submitted by email.
 Email address: applicationssp@lcsd.gov.hk

Form No.:

School Sports Programme (Special School)
Sport Demonstration – General Sport
Enrolment Form

Application No. (To be provided by the LCSD)

Type of Sport: _____
 Name of School: _____
 Type of School: Special School (Please specify: _____) Tel No.: _____
 Teacher-in-charge: _____ Teacher's E-mail Address: _____
 School Address: _____

Venue ^{Note 1}: 1. School Campus
 2. Others - Name of Venue (Please specify) ^{Note 2}: _____
 3. U.S. Dacos Bowling Centre (Tsuen Wan) ^{Note 2}
 (Only for those schools participating in Tenpin Bowling (for Hearing Impairment))

	Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Demonstration Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/ Covered Playground)
Example	2/9/2024	Mon	1	1400-1600	20	P1-P6	School Hall
First Choice			1				
Second Choice			1				

Remark: _____

Transportation ^{Note 1&2}
 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 start of activity)
 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: _____

Note:	1. Please put a "✓" in the appropriate box. 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. Please propose the date and time (except school holidays) according to the duration of the demonstration session(s).
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Remark:	<ol style="list-style-type: none"> 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. 2. Please refer to the “Application” (P.3 of this guide for the dates of application. 3. 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. 4. The information provided by the applicant will only be used by the LCSD and relevant 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. 5. 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. 6. 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1048b (Rev. 5/2024)

SAMPLE

Form No.:

**School Sports Programme (Special School)
Easy Sport Programme – General Sport
Enrolment Form**

Application No. (To be provided by the LCSD)

Type of Sport: _____

Name of School: _____

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

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

School Address: _____

Venue ^{Note 1}: 1. School Campus
 2. Others - Name of Venue (Please specify) ^{Note 2}: _____
 3. U.S. Dacos Bowling Centre (Tsuen Wan) ^{Note 2}
 (Only for those schools participating in Tenpin Bowling (for Hearing Impairment))

		Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/Covered Playground)
	Example	2,9,16,23/9/ 2024	Mon	4	1400- 1600	20	S2-S3	Covered Playground
Course 1	First Choice							
	Second Choice							
Course 2	First Choice							
	Second Choice							

Remark: _____

Transportation ^{Note 1&2}

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 start of activity)
 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: _____

Note:	1. Please put a "✓" in the appropriate box. 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. Please propose the date and time (except school holidays) according to the number of sessions and duration required for the sports training course concerned.
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Remark:	<ol style="list-style-type: none"> 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. 2. Please refer to the “Application” (P.3) of this guide for the dates of application. 3. 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. 4. The information provided by the applicant will only be used by the LCSD and relevant 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. 5. 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. 6. 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1050b (Rev. 5/2024)

SAMPLE

The completed enrolment form should be submitted by email.
 Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
 Outreach Coaching Programme – General Sport
 Enrolment Form**

Application No. (To be provided by the LCSD)

Type of Sport: _____

Name of School: _____

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

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

School Address: _____

Venue ^{Note 1}: 1. School Campus

2. Others - Name of Venue (Please specify) ^{Note 2}: _____

		Date ^{Note 3} (dd/mm/yyyy)	Day of Week	No. of Session	Time	No. of Participating Students	Grade	Venue (e.g. School Hall/Covered Playground)
	Example	4,11,25/9; 2,9,16,23,30/10/ 2024	Wed	8	1400- 1600	20	S2-S3	Covered Playground
Course 1	First Choice							
	Second Choice							
Course 2	First Choice							
	Second Choice							

Remark: _____

Note:	1. Please put a “✓” in the appropriate box. 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. Please propose the date and time (except school holidays) according to the number of sessions and duration required for the sports training course concerned.
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Remark:	<ol style="list-style-type: none"> 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. 2. Please refer to the “Application” (P.3) of this guide for the dates of application. 3. 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. 4. The information provided by the applicant will only be used by the LCSD and relevant 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. 5. 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. 6. 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1052b (Rev. 5/2024)

The completed enrolment form should be submitted by email.
 Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
 Sport Education Programme – Day Camp
 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 leisure camp ^{Note 1}:

- | | |
|--|--|
| 1. <input type="checkbox"/> Lei Yue Mun Park | 3. <input type="checkbox"/> Sai Kung Outdoor Recreation Centre |
| 2. <input type="checkbox"/> Lady MacLehose Holiday Village | 4. <input type="checkbox"/> Tso Kung Tam Outdoor Recreation Centre |

	Date (dd/mm/yyyy)	Day of Week	Estimated Check-in Time	Estimated Check- out Time	Number of Students	Number of Accompanying Carers	Total ^{Note 2}
Example	2/9/2024	Mon	1000	1600	43	5	48
First Choice							
Second Choice							

Booking for the Facilities ^{Note 3}	Facility	Time	Number of Participants (Including accompanying carers)
First Choice			
Second Choice			
Third 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 check-in time)

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: _____

Note:	1. Please put a “✓” in the appropriate box(es). 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. 3. On-site qualified instructor is required for specific facilities.
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Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each day camp. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.3) of this guide for the dates of application. 3. Schools are required to submit their enrolment forms four 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 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1056b (Rev. 5/2024)

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	2/9/2024	Mon	1030-1230	43	5	48
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: _____

Note:	<ol style="list-style-type: none"> 1. Please put a “✓” in the appropriate box(es). 2. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport.
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Remark:	<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.3) 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 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1054b (Rev. 5/2024)

Form No.:

**School Sports Programme (Special School)
Sport Education Programme – Hiking
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 choose a route ^{Note 1:}

Route No.: _____ (For details, refer to P.23-27 of the prospectus)

	Date (dd/mm/yyyy)	Day of Week	Time	Number of Participating Students	Number of Accompanying Carers ^{Note 2}	Total Attendance ^{Note 3}
Example	2/9/2024	Mon	1030-1230	21	3	24
First Choice						
Second Choice						

Remark: _____

Transportation ^{Note 3}

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 start of activity)

Estimated pick-up location: _____

Estimated drop-off 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 pick-up location: _____

Estimated drop-off location: _____

- | | |
|-------|--|
| Note: | <ol style="list-style-type: none"> For further information of hiking route and safety guidelines, please visit www.lcsd.gov.hk/en/healthy/hiking/index.html Schools should arrange an adequate number of accompanying carers to participate in the activity. The LCSD has the right to cancel the activity for safety reasons if it considers the number of accompanying carers arranged by schools inadequate on the activity day. The school may apply for coaches to transport participants to and from activities. In the event of insufficient number of participants, they must arrange their own means of transport. Please put a "✓" in the appropriate box(es). |
|-------|--|

Remark:	<ol style="list-style-type: none"> 1. A separate application form is required for each hiking activity. If the number of applications exceeds the quota, the participating schools will be determined by balloting. 2. Please refer to “Application” (P.3) 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. For further information of hiking safety guidelines, please visit www.lcsd.gov.hk/en/healthy/hiking/safety.html 6. The information provided by the applicant will only be used by the LCSD and relevant 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. 7. 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. 8. 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 VI “Conflict of Interest” of the Prospectus of the Guide.
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LCS 1055b (Rev. 5/2024)

The completed enrolment form should be submitted by email.
Email address: applicationssp@lcsd.gov.hk

Form No.:

**School Sports Programme (Special School)
Sport Education Programme – Sport Exhibition
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: _____

Number of students in school: _____

	Date of Exhibition (Exhibition for a minimum of 7 days) (dd/mm/yyyy) – (dd/mm/yyyy)	No. of Participating Students	Theme of Exhibition <small>Note 1-3</small>	Remark
Example	6/9/2024-16/9/2024	200	Y	
First Choice				
Second Choice				

Theme of Exhibition: Set X: Sports and Water (Special School)
 Set Y: The Knowledge of Physical Fitness (Special School)
 Set Z: Introduction of Special School Programme

Venue: School Hall, Covered Playground or Indoor Facilities

Note:	<ol style="list-style-type: none"> Exhibition panels in English and of smaller sizes (0.45m(W) x 1.6m(H)) have been prepared for use by schools. Exhibition panels on “Sports and Water” are enhanced with visual and audio effects, with reference materials available for use by schools. Schools may if necessary apply to the LCSD for arranging school visits by physical fitness instructors to assist students in participating in the activities, such as water bottle lifting.
Remark:	<ol style="list-style-type: none"> If the number of applications exceeds the quota, the participating schools will be determined by balloting. Please refer to “Application” (P.3) of this guide for the dates of application. The information provided by the applicant will only be used by the LCSD and relevant 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. 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 VI “Conflict of Interest” of the Prospectus of the Guide.

**LEISURE AND CULTURAL SERVICES DEPARTMENT
FREE USE SCHEME FOR SCHOOLS**

Schools may apply for free use of the following Leisure and Cultural Services Department (LCSD) facilities from **2 September 2024 to 30 June 2025** during non-peak hours between opening to 5:00pm on weekdays (Monday to Friday except public holidays and normal maintenance day):

- A. Main arena and activity rooms of all sports centres;
- B. Squash courts (excluding table-tennis tables provided inside squash courts);
- C. Hockey pitches at King's Park Hockey Ground (Only available for sessions before 4:00 pm) and Happy Valley Recreation Ground (Pitch No. 11);
- D. Victoria Park Bowling Greens, Siu Lek Yuen Road Playground Bowling Greens, Wu Shan Bowling Green, Tai Po Waterfront Park Bowling Greens, Hang Hau Man Kuk Lane Park Bowling Green*; and
- E. Shek O Obstacle Golf Course

*The Bowling Green in Hang Hau Man Kuk Lane Park of Sai Kung District has been closed for refurbishment works from 2 May to 5 November 2024 tentatively.

For details of the application for “Leisure and Cultural Services Department Free Use Scheme for Schools”, please refer to the Circular Memorandum of “Use of Sports Facilities of the Leisure and Cultural Services Department, the Housing Department and Sites under Private Recreation Leases” by schools or visit LCSD’s Website (www.lcsd.gov.hk/specials/facility/documents.htm).

Arrangements for School Sports Programme Activities under Inclement Weather Conditions

All activities will be immediately cancelled upon the Education Bureau's announcement of closure of schools. Unless otherwise stated, the following arrangements will apply if any of the following warning signals is issued by the Hong Kong Observatory **two hours before the commencement of the activity**:

	Warning Signal	Arrangements (「✓」 denotes the activity to be held as scheduled under safety conditions; 「✗」 denotes cancellation of the activity)				
		Land Sports			Water Sports	
		Indoor Activity	Outdoor Activity	Outdoor Pursuit Activity	Non Swimming Pool	Swimming Pool
1	Strong Monsoon Signal	✓	✓	✓	✗	✓
2	Thunderstorm Warning	✓	✓ (Subject to the weather conditions, participants and coaches still need to be present at the venue)	✗	✗	✓ (Subject to the weather conditions, participants and coaches still need to be present at the venue)
3	Amber Rainstorm Signal	✓	✗ (the activity may be held as scheduled if conducted indoors)	✗	✗	✗ (the activity may be held as scheduled if conducted indoors)
4	Tropical Cyclone Warning Signal No. 1	✓	✓	✗	✗	✓
5	Tropical Cyclone Warning Signal No. 3	✗	✗	✗	✗	✗
6	Red/Black Rainstorm Signal or Tropical Cyclone Warning Signal No. 8 or above	✗	✗	✗	✗	✗

Note:

1. The teacher-in-charge should note that for the safety of participants, the organiser may cancel the activity or change the place for holding the activity subject to the weather conditions.
2. Please stay alert and watch out for broadcasts and the weather change.
3. The teacher-in-charge may consider exchanging telephone numbers with the coach in advance so that they can keep contact at any time in case of emergency.
4. In case the above signal is cancelled two hours before an activity commences, above activities will be held as scheduled. But it should consider the actual weather and traffic condition in deciding whether or not to conduct the activity.
5. After cancellation of the warning signal(s), teachers may contact the School Sports Programme Unit if they have any questions about whether the activity will be held as scheduled or postponed.

(Revised by the School Sports Programme Unit of the LCSD in December 2022)

**Arrangements for School Sports Programme Activities corresponding to
Air Quality Health Index (AQHI)**

Health Risk Category	AQHI	Arrangements 「✓」 denotes the activity to be held as scheduled under safety conditions; 「✕」 denotes cancellation of the activity)		
		Land Sports		Water Sports
		Indoor Activity	Outdoor Activity / Outdoor Pursuit Activity	
High	7	✓	✓ ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activities could be at moderate level	✓ ● Reduce outdoor physical exertion ● Reduce the time of staying outdoors ● The intensity and duration of the activities could be at moderate level
Very High	8-10	✓	✓ ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activities could be at moderate-to-low level	✓ ● Reduce to the minimum outdoor physical exertion ● Reduce to the minimum the time of staying outdoors ● The intensity and duration of the activities could be at moderate-to-low level
Serious	10+	✓ ● Avoid indoor physical exertion – Arrangement for non-physical exertion activities (See Note 6) – Arrangement for training course (See Note 7) – Arrangement for competition (See Note 8-9)	✕	✕

Note:

- The AQHI of lower than 10 (i.e. at High or Very High level, all activities should be run as scheduled.)
- The tolerability to different levels of intensity of physical/sports activity varies among people. In general, it depends on health condition, previous exercise experience and level of physical fitness of individuals.
- The medical advice for school children with pre-existing heart, respiratory or chronic illnesses should be followed, if any, for activities arrangement. Professional judgment for appropriate arrangement and adjustment should be exercised where necessary.
- School children with heart, respiratory or chronic illnesses are advised to **reduce to the minimum** outdoor physical exertion and the time of staying outdoors, especially in areas with heavy traffic, and take more breaks during physical activities when the health risk category reaches high level, i.e. AQHI is at 7; they should **avoid** physical exertion and staying outdoors, especially in areas with heavy traffic when the health risk category reaches very high level or above, i.e. AQHI is at 8 or above.
- When AQHI reaches 10+, schools children are advised to **avoid** indoor, outdoor and outdoor pursuit physical exertion, and to **avoid** staying outdoors, especially in areas with heavy traffic.
- Indoor activities without physical exertion such as sport talks, theoretical learning of training courses are held as scheduled.
- All indoor training courses with physical exertion will be **suspended** when the AQHI reaches 10+ at the affected district where the activities are organised. Alternatively, non-physical exertion activities such as sport talks, theoretical learning of training courses may be arranged during that period of time. Instructors can liaise with school teachers to **cancel or postpone** those physical exertion activities, if necessary.
- Competitions held at indoor sports venues will be **stopped** immediately when the AQHI reaches 10+ at the affected district where the activities are organised.
- If the AQHI reaches 10+ two hours before the commencement of the competition event at the affected district where the activities are organised, the activity will be **cancelled**.

10. Teachers and coaches are advised to keep posted of the latest weather information on the AQHI and take account of the advice from the above mentioned respective response actions.
 11. This guideline should be read in conjunction with the letter issued by Education Bureau (EDB) dated 18 December 2013 on AQHI and EDB's "Guidelines on Outdoor Activities".
- (Prepared by the School Sports Programme Unit of the LCSD in April 2019)

School Sports Programme (Special School) — Course Assessment

Questionnaire

(To be provided by School)

Thank you for participating in the "School Sports Programme (Special School)" organised by the Leisure and Cultural Services Department. The purpose of this questionnaire is to hope that by the means you provide, let us make improvement for the school sports programmes in the future.

Information of the programme participated:

Application No: _____
 Name of Programme: _____
 Name of School: _____
 Date of Programme: _____
 Time of Programme: _____
 Venue: _____
 No. of Participants: _____

Please put a “✓” in the appropriate box.

	Disagree	Fair	Agree	N.A.
1. Communication between teacher and the organiser				
(a) Sufficient communication with the organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Easy to contact the organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Sufficient assistance provided by the organizer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Performance of instructor(s)/speaker(s)				
(a) Detailed introduction and demonstration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Clear presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Able to enhance students' interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Content of programme/exhibition				
(a) Moderate length	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) Diverse content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) Students have sufficient opportunity to join	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) Proper arrangement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(e) Interesting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(f) Bringing sports knowledge to students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. What is the most satisfactory part in the programme?

5. Do you have any comment for improving the programme?

6. Please provide your other comment for this School Sports Programme (Special School)

7. Will you participate in the similar programme(s) in the future?

(a) Yes

(b) No (please specify you reason: _____)

Name of School:

Teacher-in-charge:

Telephone No.:

Thank you for your comment.

Conflict of Interest Declaration Form Template

Part A – Declaration *(To be completed by Declaring Staff)*

To: _____ (School Name) Principal / Approving Authority*

I would like to report the following *existing* / *potential** conflict of interest arising from the discharge of my official duty in organising the events under the School Sports Programme (Special School):

Detailed Information <i>(Please put a tick in the appropriate box and fill in your specification in the space provided in this Form.)</i>	
Person(s) / National Sports Association (NSA)* with whom/which I have official dealings: _____	
Details of the conflict of interest involved	<input type="checkbox"/> I am / was* an Executive Committee member / a staff member / an instructor / an assistant instructor / an official / others* (Please specify: _____) of the NSA concerned
	<input type="checkbox"/> My relationship with the person(s) (e.g. a family member or relative) (Please specify: _____)
	<input type="checkbox"/> I have private interest(s) # with the <u>person(s) / NSA*</u> concerned (Please specify: _____)
	<input type="checkbox"/> Others (Please specify: _____)
Supplementary information (if any): _____	

"Private interests" refer to both the financial and other interests of the teacher in question and those of his/her connections including family members, relatives, friends, clubs and societies to which he/she belongs, or any person to whom he/she owes a favour or is obligated in whatsoever way.

* Please delete as appropriate.

Signature of Declaring Staff : _____ Position of Declaring Staff : _____
Name of Declaring Staff : _____ Date : _____

Part B – Acknowledgement *(To be completed by School Principal / Approving Authority)*

To: _____ (Declaring Staff)

The information contained herein of _____ (Date) is noted. It has been decided that:

(Please put a tick in the appropriate box)

- You should refrain from discharging or getting involved in discharging the work as described in Part A, which may give rise to a conflict.
- You may continue to discharge the duty as described in Part A, provided that there is no change in the information declared above, and you must uphold the School's interest without being compromised by your own private interests.
- Other measures# (Please specify: _____)

Examples of other measures include: (a) relinquishing the personal / private interests (e.g. divestment of such interests involved); (b) continuing to handle the work in such a manner that an independent officer is assigned to participate in, oversee or review part or all of the decision-making process.

Signature of Principal / : School Name and Chop :
Approving Authority* _____

Name of Principal / : Date :
Approving Authority* _____

Remarks: Upon completion of declaration, schools must maintain this Declaration Form 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.