



Notes:	<ol style="list-style-type: none"> <li>1. A separate application form is required for each sport. If the number of applications exceeds the quota, the participating schools will be determined by balloting.</li> <li>2. Please refer to “Application” (P.7) of this guide for the dates of application.</li> <li>3. Please put a “✓” in the appropriate boxes.</li> <li>4. For venue arrangement, schools may consider applying for free use of the Leisure and Cultural Services Department (LCSD)’s facilities, such as main arena, activity rooms, squash courts, etc. from the venues’ opening time to 5 pm during Monday to Friday (except public holidays and during July and August) under the LCSD’s “Free-Use Scheme”. Please refer to Appendix II (P.213) for details.</li> <li>5. If an outside venue is chosen for training, please specify the name of the venue and arrange transport to and from the venue.</li> <li>6. Please propose the training dates and time according to the number of lessons and duration required for the sports training course concerned.</li> <li>7. The information provided by the applicant will only be used by the LCSD and relevant National Sports Associations (NSAs) for the purposes of enrolment in School Sports Programmes, announcement of the balloting result, compilation of statistics, future contact and opinion survey. Only officers who are authorised by the LCSD and relevant NSAs may access such information. For correction of or enquiries about the personal data submitted, please contact the School Sports Programme Unit of the LCSD</li> <li>8. <b>Schools should ensure that all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that, renders them unfit for the activity.</b></li> <li>9. 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.</li> </ol>
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The completed enrolment form should be submitted by email.  
Email address: [applicationssp@lcsd.gov.hk](mailto:applicationssp@lcsd.gov.hk)