

Pilot Scheme for Student Athlete Support

SUMMARY

This circular informs schools of the operational details and funding arrangements of the Pilot Scheme for Student Athlete Support (the Pilot Scheme), and invites HKSSF member schools to apply for grants under the Pilot Scheme in the 2013-14 school year.

DETAILS

Background

2. The Chief Executive announced in the 2013 Policy Address that the Government would work with the Hong Kong Schools Sports Federation (HKSSF) to provide appropriate support to students from low-income families, so that they can fully realise their sporting potential. We will launch the Pilot Scheme in the 2013-14 school year.

Aim of the Pilot Scheme

3. The Pilot Scheme aims to provide financial support to students from low-income families to help them pursue their sporting goals, in particular, to participate in events organised by the HKSSF, such as inter-schools competitions.

Target Beneficiaries

4. Under the Pilot Scheme, Primary 1 to Secondary 6 students who are recommended by the school principal as having the ability to represent their school in HKSSF events are eligible to receive funding support provided that –

- (a) they receive Comprehensive Social Security Assistance (CSSA); or
- (b) they receive full or half grant from the Student Financial Assistance Agency (SFAA); or
- (c) their schools assess them as being financially needy.

Areas of Support

5. Each school can apply for a total grant of up to \$10,000 per year to provide support to students in the following three main areas¹ –

- (a) purchase of sports equipment (including shoes and clothing);
- (b) transportation fees for local training and competition²; and
- (c) school squad coaching fees, *excluding* the costs of hiring private coaches for individual students.

6. Schools may decide on the amount of funding to be allocated to each area of support and the number of students to be supported, but the amount of support for any individual student must not exceed \$3,000 per year.

Important Points to Note

7. To ensure the effective use of funding under the Pilot Scheme and to maximise the benefit to individual students, participating schools should strictly follow the requirements set out below –

- (a) Grants from the Pilot Scheme should only be used to support students who will participate in HKSSF events in the 2013-14 school year.
- (b) The subsidy should be used to meet expenses incurred by the students during the 2013-14 school year, from September 2013 to August 2014.
- (c) Sports equipment purchased using the subsidy should be owned by the student and be retained by him or her. Schools should keep receipts signed by an appropriate school representative and the student's parent or guardian to show that the equipment is kept by the student.
- (d) The subsidy should only cover training organised by schools. Training conducted by other organisations is not covered by the Pilot Scheme.

¹ For more detailed deliberation of eligible items, please refer to the set of Frequently Asked Questions enclosed.

² Transportation fees do not include taxi fares.

- (e) The subsidy should only be used to cover the portion of transportation costs or training fees that a student is required to bear. It should not be used to settle the transportation costs or training fees for the whole school squad.
- (f) Students receiving support under the Pilot Scheme to participate in a HKSSF event may also receive subsidies from other sources to cover fees payable in relation to training and competitions. However, the total amount of subsidies from different sources shall not exceed the total sum that the student has to pay for his or her participation in the particular sports event. Schools should keep clear records for audit purposes.
- (g) Schools should observe the School Administration Guide, Code of Aid for Aided Incorporated Management Committee Schools and other related circulars of the Education Bureau. Schools may also make reference to ICAC's Best Practice Checklist on "Governance and Internal Control in Schools"³.

Funding and Administrative Arrangements

8. The Pilot Scheme is a school-based scheme open to applications from HKSSF member schools. Funds will normally be released at the end of the school year on a reimbursement basis. However, schools may opt for an advance payment of \$5,000.

9. Before the start of a school year, interested schools are required to submit to the HKSSF the attached Application Form (**Annex I**), which provides basic information on the estimated number of eligible students and estimated expenditure per area of support. Advance payment, if required, would be disbursed to individual schools accordingly.

10. At the end of the school year, each participating school will be required to submit a brief report in a standard format (**Annex II**) summarising the use of the funds. After the HAB and the HKSSF have reviewed the report and confirmed that the relevant criteria and requirements have been met, the HKSSF will disburse the funding to schools on a reimbursement basis. The

³ The document is available online at http://www.icac.org.hk/filemanager/en/Content_1031/school.pdf.

information provided by schools would be used by HAB and HKSSF to evaluate the effectiveness of the Pilot Scheme.

11. Schools should keep all vouchers related to the Pilot Scheme as well as documents signed by the school representative and the parents or guardians of the beneficiaries acknowledging the receipt of equipment purchased under the pilot Scheme. The HAB and the HKSSF may request schools to provide documents and records for auditing or other relevant purposes. Random checks may also be conducted to ensure proper use of the funds.

APPLICATION

12. We are now inviting applications for funds under the Pilot Scheme for the 2013-14 school year. Interested schools should complete the attached Application Form and return it to the HKSSF by fax, post or by email (athletesupport@hkssf.org.hk) **on or before 12 July 2013**. The form is also available at the HKSSF website (www.hkssf-hk.org.hk/athletesupport.htm). The HKSSF will inform participating schools of the results of the applications by the end of August 2013.

ENQUIRIES

13. A set of Frequently Asked Questions is available at **Annex III**. For further enquiries, please contact Mr Kelvin Chung, Secretary-General of the HKSSF at 2711 9182 or Mr Edmund LEE, Assistant Secretary (Recreation and Sport)² of the HAB at 3509 8059.

Hong Kong Schools Sports Federation
18 June 2013

Date of receipt	_____
(to be filled in by HKSSF)	(Original copy)

	(Soft copy)

**Application for a Grant under the
Pilot Scheme for Student Athlete Support
(2013-14 School Year)**

To: Hong Kong Schools Sports Federation
Room 203, 1/F, 7 Carmel Village Street, Homantin, Kowloon
(Attn: Mr Kelvin CHUNG, Secretary General)
(Fax: 2761 9808 / Email: athletesupport@hkssf.org.hk)

School Information

Name of School : (Chi) _____
(Eng) _____

School Address : _____

School Code (6 digits) :

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School Type : Primary / Secondary*
Government / Aided / Caput / DSS / ESF / International / Private*

School Tel No. : _____ School Fax No. : _____

No. of Students : _____ No. of Classes : _____

Name of Contact Person : _____

Post of Contact Person : _____

Email of Contact Person : _____

* Delete as appropriate.

Details of Participation and Grant Sought

Our school will participate in HKSSF events in the 2013-14 school year.

No. of school teams : _____

Details of school teams (please tick the appropriate box(es)):

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> 5-a-side Football [^] | <input type="checkbox"/> Cross-Country [#] | <input type="checkbox"/> Hockey [#] | <input type="checkbox"/> Softball [#] |
| <input type="checkbox"/> 5-a-side Handball [^] | <input type="checkbox"/> Fencing | <input type="checkbox"/> Indoor Rowing [#] | <input type="checkbox"/> Squash |
| <input type="checkbox"/> Archery [#] | <input type="checkbox"/> Football | <input type="checkbox"/> Life Saving [#] | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Games [^] | <input type="checkbox"/> Mini Squash [^] | <input type="checkbox"/> Table-tennis |
| <input type="checkbox"/> Badminton | <input type="checkbox"/> Girls Football [#] | <input type="checkbox"/> Netball [#] | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Rugby [#] | <input type="checkbox"/> Tenpin Bowling |
| <input type="checkbox"/> Beach Volleyball [#] | <input type="checkbox"/> Handball [#] | <input type="checkbox"/> Rugby 7s [#] | <input type="checkbox"/> Volleyball |

Estimated no. of target beneficiaries : _____

Estimated no. of school teams to benefit from the Pilot Scheme : _____

Estimated amount of grant required : _____

Item of Expenditure	Amount (\$)	No. of beneficiaries
Sports equipment		
Transport		
School squad coaching fee		
Estimated amount of grant required		

Note: The information provided above is solely for budgetary purposes. The actual number of students and school teams that will benefit from the Pilot Scheme and the total amount of grant payable may eventually differ from the information provided in this form. The total amount of grant required should not exceed \$10,000.

If your school wishes to receive the advance payment of \$5,000, please indicate the payee name below:

* Delete as appropriate.

[^] Events organised for primary schools only.

[#] Events organised for secondary schools only.

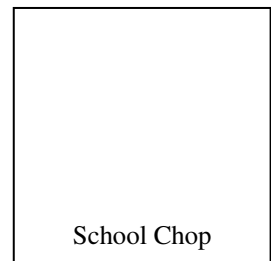
Declaration and Undertaking

1. I hereby certify that the school is an HKSSF member school, and that all information contained in this application is true, accurate and complete. I understand that any inaccurate information may render the application invalid.
2. I hereby agree that the information provided in this application form may be used to process the application and conduct evaluative studies and statistical analysis.
3. I have read and understood the terms and conditions of the Pilot Scheme for Student Athlete Support and hereby agree to observe the provisions contained in the aforesaid document should the application for the funding be successful.

Signature of School Principal : _____

Name of School Principal : _____

Date : _____



To: Hong Kong Schools Sports Federation
 Room 203, 1/F, 7 Carmel Village Street, Homantin, Kowloon
 Fax: 2761 9808 Email: athletesupport@hkssf.org.hk

Date of Receipt: _____	(original copy)
(to be filled in by HKSSF)	_____
	(soft copy)

**Pilot Scheme for Student Athlete Support - Year-end Report
 (2013-14 School Year)**

School Information

Name (Chi): _____
 Name (Eng): _____
 Address: _____
 School Code: _____ Email: _____
 Tel No. _____ Fax No.: _____
 Payee Name: _____

Information on Subsidy Released

	Name of Students	Class	School Team	Subsidy Received (\$)			Total
				Equipment	Transport	Coaching Fee	(\$)
1							-
2							-
3							-
4							-
5							-
6							-
7							-
8							-
9							-
10							-
			Total	-	-	-	-

(Photocopies of the blank form may be made.)

Details of Expenditure

Advance Payment: Advance payment of \$5,000 (please scroll down) _____

Total amount of subsidy	-
Less advance payment received	-
Amount to be reimbursed	-

Comments on the Scheme

(Please put a tick in the appropriate box(es))

	1 (Highest)	2	3	4	5 (Lowest)	
The Pilot Scheme is very effective.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Pilot Scheme is not
Funding is sufficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Funding is insufficient.
The areas of support are adequate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The areas of support are inadequate.

Other Comments / Suggestions

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Declaration and Undertaking

I hereby certify that our school is an HKSSF member school, and that all information contained in this application is true, accurate and complete. I understand that any inaccurate information may render the application invalid.

Signature of Principal: _____

Name of Principal: _____

Date: _____

School Chop

Personal Information Collection Statement

1. The personal data provided in this report will be used by the Hong Kong Schools Sports Federation ("HKSSF") and the Home Affairs Bureau ("HAB") for processing applications for grants under the Pilot Scheme for Student Athlete Support. It is obligatory for an applicant to supply the personal data as required in the report. Failure to comply with this requirement will disqualify the application from further processing.
2. The personal data provided in the report will be used by the HKSSF or the HAB or disclosed to the data processing institutions concerned, relevant government bureaux or departments, for the following purposes -
 - (i) activities relating to the processing and verification of information contained in this report; and
 - (ii) statistics and research purposes.
3. Responsible person(s) from your school have the right to obtain access and make corrections to the personal data in the report in accordance with the Personal Data (Privacy) Ordinance. Enquiries concerning the personal data collected in this form, including the making of access and correction, should be addressed to -

The Hong Kong Schools Sports Federation
Room 203, 1/F
7 Carmel Village Street
Homantin, Kowloon

Pilot Scheme for Student Athlete Support Frequently Asked Questions

Q1: Who are the target beneficiaries of the Pilot Scheme?

A1: Through the Pilot Scheme, we aim to ensure that students who show interest in and have the potential to perform well in sport have the opportunity to take part in schools sports events. The target beneficiaries of the Pilot Scheme are students who are from lower income backgrounds, and who are recommended by their school principals as having the ability to represent their schools.

Q2: How can the Pilot Scheme support eligible students?

A2: Funding provided by the Pilot Scheme covers three main areas –

1. The purchase of personal sports equipment;
2. Transportation costs; and
3. School squad coaching fees.

Examples of **eligible** items of expenditure are –

- personal rackets for sports such as badminton or tennis
- personal sports wear for competitions
- personal sports shoes
- other personal sports equipment, such as swimming goggles, softball gloves and fencing equipment
- an appropriate proportion of the cost of equipment that students have to share in order to participate in school squads, such as shuttlecocks and footballs
- transportation costs for travelling to and from the inter-school competition or school squad training venues
- an appropriate proportion of the school squad coaching fees that students have to share in order to participate in school squads

Examples of **ineligible** items of expenditure are –

- equipment, such as rackets and sports wear, that is used by members of the whole school squad in turn
- personal coaching fees
- the total amount of fees for hiring coaches for the whole school squad
- expenses incurred by students to attend training that is not related to school competition
- expenses incurred by schools to organise sports hobby classes or internal sports competitions
- entry fees for HKSSF events

Q3: Is there a funding ceiling?

A3: The funding ceiling for each school is \$10,000 and the amount of grant for each eligible student should not exceed \$3,000.

Q4: How will schools know the amount of grant they may receive?

A4: The Pilot Scheme will be implemented in a school-based manner. After vetting applications, we will notify the schools of whether or not they will be awarded grants. Schools are required to submit a report at the end of the school year, and provide particulars of the beneficiaries, including the amount of funding involved under each eligible expenditure item.

Grants under the Pilot Scheme should be allocated for the benefit of individual students, for example, to purchase personal equipment, or pay coaching fees that beneficiaries have to share in order to participate in school squad training and competition.

Q5: Can schools use the funding to hire additional coaches for school squads, organise more training courses or purchase equipment to be shared by all squad members?

A5: Our target beneficiaries are individual students rather than schools or school squads. Grants under the Pilot Scheme therefore should not be spent on, for example, hiring new

coaches for the school or purchasing equipment which is shared by the whole school squad, but should be used to purchase personal equipment that is used and retained by the beneficiaries.

Q6: For schools which have just a few school squads and seldom take part in HKSSF events, is it necessary for them to set up new school squads in order to join the Pilot Scheme?

A6: The aim of the Pilot Scheme is to provide schools with an additional source of funding to subsidise needy students with sporting potentials to participate in HKSSF events. We do not require the participating schools to set up new school squads. Schools may select eligible students with potential to join the existing school squads.

Q7: Why does the Pilot Scheme cover events organised by the HKSSF only, but not other sports such as rope skipping?

A7: The inter-school competitions organised by the HKSSF are the most widely participated in school sports activities in Hong Kong. We believe that the inter-school competition is a good starting point for the Pilot Scheme, given the popularity of these events among schools. We will review the Pilot Scheme in due course and consider whether there is scope for widening its ambit.

Q8: Why does the Pilot Scheme accept applications from HKSSF member schools only?

A8: There are currently over 1,000 HKSSF member schools. Schools registered with the Education Bureau may apply for HKSSF membership to allow their students to take part in HKSSF events, as long as they meet the relevant requirements. Details can be found on the HKSSF webpage (<http://www.hkssf.org.hk/>).

Q9: Why does the Pilot Scheme not subsidise overseas competitions and squad training?

A9: The Pilot Scheme aims to ensure that needy students have the opportunity to take part in inter-school sports competitions.

Therefore, the eligible items under the Pilot Scheme are those that are necessary for participating in such competitions, such as personal equipment and transportation costs. Schools may apply for grants from sources such as the Community Care Fund to support students taking part in overseas competitions.

Q10: Why does the Pilot Scheme not subsidise the hobby classes in schools or students taking training courses outside schools?

A10: The Pilot Scheme aims to ensure that needy students with sporting potential can join school squads and pursue their sporting goals therefore grants under the Pilot Scheme should be used on items related to inter-school sports competition.

Q11: Can grants be used to pay for students to take part in NSA training courses outside school?

A11: As Pilot Scheme aims to ensure that needy students with sporting potential can join school squads and pursue their sporting goals, grants are intended to pay for the purchase of personal equipment, transportation costs and school squad coaching fees, and not for taking part in NSA training courses outside school.

Q12: Should an equal amount of funding be allocated to each beneficiary? Is there any quota for students benefiting from the Pilot Scheme per year?

A12: Schools should recommend which students from low-income families should receive grants and the respective amount in accordance with the funding ceiling. There is no annual quota for beneficiaries of the Pilot Scheme. However, each eligible student should receive a subsidy not more than \$3,000 per year.

Q13: Can beneficiaries of the Pilot Scheme receive other subsidies simultaneously for taking part in the same sports event?

A13: Beneficiaries of the Pilot Scheme may receive other subsidies for taking part in the same sports event. However, the total amount of funding received from different sources shall not exceed the total sum that the beneficiary has to pay for the particular sports event. Schools should keep a record of the subsidies received

by the beneficiaries from different sources.

Q14: How do schools know which students are receiving the Comprehensive Social Security Assistance (CSSA) and which students are receiving full or half grant from the Student Financial Assistance Agency (SFAA)?

A14: Schools may devise their own mechanisms for identifying which students are recipients of CSSA or grants from the SFAA.

Q15: Can schools make use Pilot Scheme funding to cover expenses incurred by teachers who take students to participate in training and competitions?

A15: The aim of the Pilot Scheme is to support students. Schools should allocate funding to individual students, not teachers.

Q16: Why is the funding not released at the beginning of the school year? What should a school do if it fails to settle in advance the expenses incurred for supporting students?

A16: To simplify the application procedures, we will consider each application and notify schools of the results individually before the school year commences. Funding will be reimbursed to schools after the end of the school year. If a school fails or is likely to fail to settle in advance the expenses incurred, it may opt for an advance grant of \$5,000. We will arrange to disburse the funding to the schools at the beginning of the school year.

Q17: Can beneficiaries purchase two sets of the same kind of equipment, such as sports shoes?

A17: Schools may decide whether or not students need to purchase two sets of the same kind of equipment according to the actual circumstances.

Q18: Can schools spend all the funding on a single item?

A18: The Pilot Scheme allows schools flexibility to allocate the funding to support students. Schools may therefore decide how the funding should be allocated.

Q19: Do transportation costs include taxi fares?

A19: The Pilot Scheme only covers public transport fares or fees that individual students have to share for hiring coaches. Taxi fares are not included.

Q20: Is it mandatory that schools submit final reports and reimbursement applications after the end of the school year?

A20: The HKSSF will process the reimbursement applications in batches. Schools are required to submit their final reports by 31 August 2014. Late applications for reimbursement will not be processed.

Q21: Do beneficiaries need to return their personal equipment purchased using grants awarded under the Pilot Scheme to schools after graduation?

A21: Beneficiaries may retain personal equipment purchased using grants awarded under the Pilot Scheme after graduation.

Q22: Can grants under the Pilot Scheme be used to pay the full amount of fees to be shared by students for taking part in competitions or training?

A22: The aim of the Pilot Scheme is to provide schools with an additional source of funding to ensure that students from low-income backgrounds with sporting potentials can participate in HKSSF events. Grants can only be used to cover the portion of fees that the beneficiaries are required to bear.

Q23: What are the accounting procedures for the Pilot Scheme? Should schools submit receipts to the HKSSF?

A23: The accounting procedures of the Pilot Scheme should be in line with the school-based financial management practices. Schools should keep simple but easy-to-read ledgers of all transactions and should ensure that the fund-related recording is consistent with the requirements of internal bookkeeping and external audit. Schools need not submit receipts but are expected to keep all

records of transactions and relevant receipts for at least 7 years for the purpose of internal bookkeeping and external audit.

Q24: What documents should be kept by schools for checking?

A24: To facilitate checking, schools should keep all vouchers related to the Pilot Scheme as well as documents signed by school representative and the parents or guardians of the beneficiaries acknowledging the receipt of equipment purchased under the Pilot Scheme.

Q25: Should the school keep a separate account for each eligible student?

A25: Schools may decide which students may receive the subsidy and the respective amount in accordance with the funding ceiling. In general, schools need not keep accounts on an individual basis, but should keep a record of the amount of grant received by each beneficiary. Beneficiaries of the Pilot Scheme may receive other subsidies for taking part in the same sports event. However, schools should ensure that the total amount of funding received does not exceed the total sum that a beneficiary has to pay for the particular sports event, and should keep a clear record of the amount received by the beneficiaries from different sources of funding.

**Hong Kong Schools Sports Federation
June 2013**