

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

## VI. Conflict of Interest

Teachers-in-charge of School Sports Programme (SSP) should strive to avoid either any conflict of interest (i.e. their private interest conflicts with the interest of the National Sports Associations) or any perception of such a conflict when they are assigned by schools to organise events under the SSP. 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 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. Payment and Activity Arrangements

1. The scales of fees for various activities/courses are set out in **Scale of Fees** of this Guide. Such fees are applicable to the activities/courses held between September 2024 and August 2025. Fees are charged on a per activity/course basis and special schools can enjoy a 50% concessionary rate. Fees are subject to change from time to time. Schools are advised to stay abreast of the latest information as announced by the LCSD. **If the prepayment made by a school for an activity/course is less than the updated fee, the school in question is required to pay up the difference.**

2. Enrolment and Payment Arrangements of Programmes:

i) Guided Visits to Sports Venues, Sport Talks, Sport Demonstration, Easy Sport Programme and Outreach Coaching Programme

Upon receipt of applications from schools, the LCSD will issue a “Notification for Payment” and letter to each of the successful applicants by email. After printing the Notification and letter for verification of details, the school in question should then sign and put its chop on the Notification if the details are found to be in order, which should be sent together with the cheque for payment of activity fee to the School Sport Programme Unit at 1/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin by mail before the due date specified in the Notification.

Those schools applying for enrolment in multiple activities/courses are required to prepare one cheque for payment of each activity/course. Please refer to Appendix I for details on addressing cheques. Post-dated cheque will not be accepted.

ii) Joint Schools Sports Training Programme

For the Joint Schools Sports Training Programme, only those students recommended by the relevant NSAs or their schools after skill assessments are eligible for enrolment. Applications should be made via schools.

3. The schools concerned should contact the LCSD on 2601 7602 if no “Notification for Payment” or “Rejection/Cancellation Letter” is received within two weeks of application submission.
4. If the NSA/LCSD fails to arrange the activity, the submitted cheque will be returned to school.
5. If the LCSD and NSAs have already arranged coaches for the activities under the Sport Demonstration, Easy Sport Programme and Outreach Coaching Programme in response to applications from schools, which subsequently, before their commencement, request for cancellation of such activities, the NSAs will deduct an administrative fee (please refer to the respective prospectus) from the fee paid for each activity before refunding the balance to the schools in question direct.
6. If the request to cancel sport demonstration is made by the school on the day of the activity, no re-scheduling or make-up session will be arranged. All fees paid will not be refunded.

7. The LCSD will issue a “Confirmation Letter” to participating schools in respect of each activity to be held as scheduled. The schools must verify the details of the activity as stated in the Confirmation Letter. The NSA concerned will then issue an official receipt to teachers-in-charge by post. 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”.
8. 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.
9. If a badge assessment is completed, the schools should retain the assessment results, and send their copy to the LCSD for record.
10. For details of various activities/courses, please refer to the respective prospectus. Information on the new sports included in the SSP, if any, and its subsequent updates will be uploaded onto the dedicated webpage of the SSP at <http://www.lcsd.gov.hk/en/ssp/index.html> and schools will be informed accordingly. If there is a discrepancy between the prospectuses and the online version, the latter will prevail. For enquiries, please contact the staff of the School Sports Programme Unit of the LCSD on 2601 7602 or by email at [enquiryssp@lcsd.gov.hk](mailto:enquiryssp@lcsd.gov.hk).

# 1. Flowchart of Application Process for the School Sports Programme (SSP):

## 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 SSP**.



Step 1.2

Visit the **SSP's website** to download the **electronic application forms** for the respective activities by following the instructions as set out in the **Prospectuses** ([https://www.lcsd.gov.hk/en/ssp/application\\_guide.html](https://www.lcsd.gov.hk/en/ssp/application_guide.html)).



Step 1.3

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



Step 1.4

Upon receipt of applications from schools, the LCSD will issue a “**Notification for Payment**” and letter to each of the successful applicants by email. Schools are required to print the **Notification** and letter for verification of details, and prepare **one** cheque for payment of **each course/activity** by referring to the instructions as set out in the **Prospectuses**. Please refer to the **Prospectuses** for details on addressing cheques and fees. **Post-dated cheques will not be accepted.**

The schools concerned should contact the LCSD on 2601 7602 if no “**Notification for Payment**” or “**Rejection/Cancellation Letter**” is received within two weeks of application submission.



Step 1.5

Schools should **sign and put its chop** on the “**Notification for Payment**”, which should be sent together with the cheque to the School Sports Programme Unit of the LCSD (please refer to paragraph 2(i) of part VII for the address) by mail before the due date specified in the Notification.



## Confirmation of Activity

### Step 2

Schools will receive a “**Confirmation Letter**” or “**Rejection/Cancellation Letter**” by email three weeks prior to commencement of an activity specifying the details of the activity for verification. To change or cancel an activity, schools are required to complete the enclosed Reply Slip for submission to the LCSD by email at [applicationsp@lcsd.gov.hk](mailto:applicationsp@lcsd.gov.hk). The teachers-in-charge should contact the coaches two weeks prior to commencement of an activity/course to confirm both the dates and arrangements.

Schools that have not received an email of “**Confirmation Letter**” or “**Rejection/Cancellation Letter**” from the LCSD within three weeks prior to commencement of an activity, should contact the Department on 2601 7602. In the event of mail loss, schools are required to re-submit the application and the drawer should be notified to cancel the lost cheque.

## Rescheduling or Cancellation of an Activity

### 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 [applicationsp@lcsd.gov.hk](mailto:applicationsp@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.

If the LCSD is unable to accommodate any application for enrolment in sport talk or guided visits to sports venues, the schools in question may apply for refund from the Department by submitting a completed “Application for Refund” enclosed with the “**Rejection/Cancellation Letter**”, together with the original of the receipt previously issued. The respective fees will be refunded by the Department upon its approval of the application.

### 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 the cancellation of the activity, before its commencement, after a coach has already been arranged by the LCSD and the NSA(s) concerned, the NSA(s) concerned will deduct an administrative fee (please refer to the respective prospectus) from the paid fee before returning the balance to the school in question direct.

## Actions to be Taken During and After the 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

If a badge assessment is completed, the schools should retain the assessment results, and send their copy to the LCSD for record.



### Step 4.3

If schools are not notified to collect certificates and badges six weeks after submitting the assessment results, they should call the LCSD or the NSAs concerned. For arrangements and details of badge assessments, schools may refer to the SSP’s webpage under the Department at <http://www.lcsd.gov.hk/en/ssp/badges.html>.