

**Organised by National Sports Associations**  
**Subvented by the Leisure and Cultural Services Department**  
**Co-organised by the Education Bureau,**  
**the Chinese University of Hong Kong and Hong Kong Baptist University**

**Application Guide to School Sports Programme**

**Introduction**

The School Sports Programme (SSP) is organised by various National Sports Associations (NSAs), coordinated and subvented by the LCSD, and co-organised by the Education Bureau (EDB), The Chinese University of Hong Kong (CUHK) and Hong Kong Baptist University (HKBU). The SSP is conducted in line with the daily schedule of schools to enable students of primary, secondary and special schools across Hong Kong to participate regularly in diverse sports activities at schools during leisure time.

**I. Objectives**

The objectives of the SSP are -

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

**II. Contents of programmes / schemes under the SSP**

The SSP consists of the following seven subsidiary programmes / schemes:

**A. Sport Education Programme**

Students will have access to the updated sports information through the following activities -

(1) Sport Demonstration

Instructors from the 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) Guided Visits to Sports Venues

Students will visit the sports venues under management of the LCSD, including Tuen Mun Recreation and Sports Centre, Hong Kong Velodrome and the water sports centres. Play-in sessions will be held for some of such visits.

(3) Sport Exhibitions and Sport Talks

The LCSD will, in collaboration with the Department of Sports Science and Physical Education of The CUHK and the Department of Sport, Physical Education and Health of HKBU, produce display panels on sports for free use during roving exhibitions at schools. Students from the two universities will be invited to give talks on sports in schools, allowing students to have a good understanding of the benefits of exercise.

(4) Guided Tours in 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 for students, while assisting their schools in establishing school teams for participation in inter-school competitions.

**D. Joint Schools Sports Training Programme**

Students having attained the required skill levels in individual sports will be selected for advanced training.

## **E. Badges Award Scheme**

The scheme aims to formulate benchmarks for systematic sports training. Students having met the assessment standards set by the NSAs for different levels will be awarded badges.

## **F. Sports Award Scheme**

Under the scheme, certificates will be awarded to students having met the set targets in terms of sports participation or performance. There are three subsidiary schemes under the scheme:

### **(1) sportACT Award Scheme**

Students having met the participation targets in physical activities in at least six weeks within a period of eight consecutive weeks will be awarded with a certificate. Please refer to the section on sportACT Award Scheme (P.178-179) for details.

### **(2) sportFIT Award Scheme**

Students having obtained the sportACT Certificate and a certificate of any level under the School Physical Fitness Award Scheme (學校體適能獎勵計劃) jointly organised by the Hong Kong Childhealth Foundation (香港兒童健康基金), the EDB and the Physical Fitness Association of Hong Kong, China in a given school year will be awarded with the sportFIT Certificate. Please refer to the section on sportFIT Award Scheme (P.180) for details.

### **(3) sportTAG Award Scheme**

Students having obtained the sportACT Certificate and any awards under the Badges Award Scheme or other skill assessment awards recognised by the NSAs in a given school year will be awarded with the sportTAG Certificate. Please refer to the section on sportTAG Award Scheme (P.181) for details.

Those students having been awarded with all of the three certificates under the sportACT, sportFIT and sportTAG Award Schemes in a given school year will obtain the sportEXCEL award.

## **G. Sport Captain Programme**

Under the programme, courses on sports administration and programme planning will be organised for secondary school students, parents and teachers to enable them to assist in the organisation of sports activities and competitions at schools.

### III. Venues

In most cases, participating schools will conduct activities in school premises such as playgrounds and halls 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 (excluding table-tennis tables provided inside squash courts); hockey pitches at King's Park Hockey Ground and Happy Valley Recreation Ground (Pitch No.11); outdoor bowling greens; and Shek O Obstacle Golf Course 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 II (P.213) or contact the relevant District Leisure Services Offices, the enquiry numbers of which can be found on the LCSD website (<http://www.lcsd.gov.hk>).

Venues for the activities under the Joint Schools Sports Training Programme will be arranged by either the LCSD or the relevant NSAs.

### IV. Equipment

For the arrangement of sports gear and equipment, please refer to the prospectuses of the respective sport activities. If necessary, schools may borrow certain sports gear and equipment from the LCSD for a period of three to six months. If the schools wish to continue with the sport after the loan period, they will have to arrange for the gear and equipment with their own resources.

### V. Application

Applications for the activities under the SSP, excluding the Joint Schools Sports Training Programme, the Sport Captain Programme, the Badges Award Scheme, competitions, guided tours and guided visits and sport exhibitions and sport talks, are accepted in three phases in a given school year. Details are tabulated as follows:

Phase	Activity Period	Application Deadline*
I	From September 2024 to January 2025	By 14 June 2024 (Friday)
II	From February to June 2025	By 15 November 2024 (Friday)
III	From July to August 2025	By 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 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.**