

Eligible Items for Local Events

“M” Mark Event/ Major Local International Event (MLIE)/ Major National Championship (MNC)/ Local International Event (LIE)/ Squad Training/ Development Programme/ Training for Officials w.e.f. April 2022

<u>Group</u>	<u>Eligible Item</u>	<u>“M” Mark Event</u>	<u>MLIE / MNC</u>	<u>LIE</u>	<u>Squad Training</u>	<u>Development Programme</u>	<u>Training for Officials</u>	<u>Maximum Amount/Remarks</u>
Eligible Items								
I. Board & Lodging	I. Accommodation	<input checked="" type="checkbox"/> For local and overseas players, team officials and technical officials - \$1,700 for double room - \$1,500 for single room	<input checked="" type="checkbox"/> For local and overseas players, team officials and technical officials - \$1,700 for double room - \$1,500 for single room	<input checked="" type="checkbox"/> For overseas players, team officials and technical officials - \$1,700 for double room - \$1,500 for single room - one single/double room allowed for tournament office	<input checked="" type="checkbox"/> For Training Camp only - \$300 /person/day	<input type="checkbox"/>	<input checked="" type="checkbox"/> For overseas lecturer/ technical officials only - \$1,700 for double room - \$1,500 for single room	The period of stay in Hong Kong should not exceed the actual duration of the tournament plus a maximum of two days before and one day after the tournament/ the requirement set by the authorising organisation - Team officials include team coach and leader - Technical officials include event managers, umpire and any other personnel assigned by International / Asian Federation

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I. Board & Lodging (cont'd)	2. Transport for overseas technical officials a. Transport fare (include air, train, or ferry) b. Departure/ government tax/ fuel/ visa fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> - Limited to economy class only - At the rate set by the HKSAR Government / individual countries
	3. Provision of meal service	<ul style="list-style-type: none"> - For local and overseas <ul style="list-style-type: none"> • players • team officials • technical officials (\$500/person/day) 	<ul style="list-style-type: none"> - For local and overseas <ul style="list-style-type: none"> • players • team officials • technical officials (\$500/person/day) 	<ul style="list-style-type: none"> - For local and overseas <ul style="list-style-type: none"> • players • team officials • technical officials (\$500/person/day) 	<ul style="list-style-type: none"> - For Training Camp only (\$300/person/day) 	<ul style="list-style-type: none"> - For Local Competition only 	<ul style="list-style-type: none"> - For Overseas lecturer/ technical official only (\$500/person/day) 	<ul style="list-style-type: none"> - Volunteers without allowance and pay for “M” Mark Event, MLIE, MNC, LIE and Local Competition - more than 6 consecutive working hours per day (max \$60/person/meal, eligible for 1 meal) or - more than 12 consecutive working hours per day (max \$60/person/meal, eligible for 2 meals) or - provision of meal pack/box

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II. Remuneration & Allowance	1. Coach/ lecturer/ instructor fee	<input checked="" type="checkbox"/> - \$1,300/person/day	<input checked="" type="checkbox"/> - \$1,300/person/day	<input checked="" type="checkbox"/> - \$1,300/person/day	<input checked="" type="checkbox"/> Local & overseas coach: standard rate set by LCSD at Appendix <input type="checkbox"/> Overseas coach: \$48,600/ month (including accommodation and transportation fee; allocation based on the number of training sessions and NSAs are required to seek approval before employment) <input type="checkbox"/> Local coach paid by monthly basis	<input checked="" type="checkbox"/> Standard rate set by LCSD at Appendix Local coach paid by monthly basis Not applicable to Local Competition	<input checked="" type="checkbox"/> standard rate set by LCSD at Appendix	<u>Local coach paid by monthly basis</u> - The calculation of monthly basis is based on standard hourly rate set by LCSD x nos. of training hours / nos. of months employed. - Prior approval from LCSD for employment of local coach paid by monthly basis is required. Please refer to the “Notes for Employment of Local Coach Paid by Monthly Basis” for details. - NSA failed to meet the performance targets, the subvention including subvention for local coach paid by monthly basis will be netted-off.

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II. Remuneration & Allowance (cont'd)					<p><u>For National Squad Training:</u> <u>Elite Sports:</u> Two coaches for one squad</p> <p><u>Development Sports:</u> Team Sports: 2 coaches for one squad Individual Sports: 1 coach for one squad (additional coach could be provided with squad size over 30)</p> <p>Training Partner will only be provided at reasonable rate which cannot exceed the hourly rate of coach, i.e. standard rate set by LCSD at Appendix</p> <p><u>For Regional Squad Training:</u> One coach for one training centre and additional instructor would be provided on need basis</p>			

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II. Remuneration & Allowance (cont'd)	2. Official fee	<input checked="" type="checkbox"/>						
	3. Conference Speaker fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- At reasonable rate
	4. Daily Allowance for Medical Personnel (e.g. physiotherapist, doctor and first-aidier)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	- \$1,300/person/day
	5. Transport /traveling subsidy for athlete on local training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- \$70 /day (exclude athlete of Sports Scholarship Scheme, Sports Aid Foundation and Sports Aid Disabled Fund of the Hong Kong Sports Institute)

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III. Minor Event-related Expenses (EE) Notes: (i) Maximum Subvention for Minor EE = Ceiling Minor EE% x (I + II) and actual subvention will be subjected to previous track records and availability of fund; (ii) Items covered in Minor EE must be within the Eligible items listed under different Programme Category of this table; (iii) Request could be put as Major EE for consideration in case the maximum subvention cannot cover the genuine need; (iv) All expenses should be at reasonable rate; & (v) Underlying supporting documents should be kept as audit trail to facilitate audit inspections for substantiating the figures on audited accounts.	1. Printing and publicity materials (including internet publicity)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	2. Local transport for							
	a. Overseas Players, Team and Technical Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Applicable for local international training course / seminar only
	b. Local Athletes and Technical Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	c. Local Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For event held in early morning or without direct public transportation
		Refer to Major Event-related Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		Refer to Major Event-related Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Refer to Major Event-related Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	For Local Competition only
		Refer to Major Event-related Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		Refer to Major Event-related Expenses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Programme Category								
AI	Ceiling Minor EE %							
BI	25%							
BII	15%							
CI	15%							
CI	5% (Fun Day / Training)							
CI	40%(Competition)							
CI	40%							
CIV	15% (Fun Day / Training)							
	40%(Competition)							
DI	40%							
DII	25%							
E	25%							
M Mark /MLIE/ MNC/ LIE/ Major Games/ National Level	25%							

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III. Minor Event-related Expenses (EE) (cont'd)	3. Ceremony related expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	4. Audit fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	5. Licence / Right / Sanction fee	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For programme only. At the rate set by the authorising organization / the respective IF or AF

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III. Minor Event-related Expenses (EE) (cont'd)	6. Insurance a. Public Liability Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> – Applicable to programmes organised by sports organisations only	<input checked="" type="checkbox"/> – Applicable to programmes funded by ASDF	<input checked="" type="checkbox"/> – Applicable to programmes organised by sports organisations and CSC Programmes only	<input checked="" type="checkbox"/>	For- (a) programmes organised by sports organisations
	b. Other Insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(b) programmes funded by ASDF
	7. Medical services & related expenses	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
	8. Overseas fax, telephone call, mobile data charge, photography & video shooting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> – For photograph/ video shooting only – Not applicable to CSC Programmes	<input checked="" type="checkbox"/>	
	9. Press conference	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> – Not applicable to CSC Programmes	<input checked="" type="checkbox"/>	– Once per event

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III. Minor Event-related Expenses(EE) (cont'd)	10. Stationery & postage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> – Not applicable to CSC Programmes	<input checked="" type="checkbox"/>		
	11. Souvenirs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> – Not applicable to CSC Programmes	<input checked="" type="checkbox"/>		
	12. Uniform								
	a. For HK delegation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	– Formal dress	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	– Sports wear	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	b. For helper & other volunteer								
	– sports wear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> – Applicable to YATS-Teams sports (for final competitions only) and DSTTS		<input type="checkbox"/>	
	c. T-shirt/ uniform dressing								
	13. Laundry services	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> – Not applicable to CSC Programmes	<input type="checkbox"/>	– The laundry services will be provided for equipment/number vest/competition uniform provided by the organiser/NSA – Personal laundry services are not supported				

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III. Minor Event-related Expenses (EE) (cont'd)	14. Water	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Applicable to Local Competitions' officials and participants SDev, SSP and CSC Programmes: Only applicable to the Uniform Groups, Voluntary Helpers, Guests and Officials serving in the competitions	<input checked="" type="checkbox"/>	
	15. Anti-doping	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	16. Bank charges	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	17. Supplement of drinks / diet (for local athletes) (include sports drinks, fruits and biscuits etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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IV. Major Event-related Expenses	1. Entry/ Participation fee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- At the rate set by the organiser
	2. Purchase of consumable sports equipment & hire of service / equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> For CSC Programmes: - Subject to prior approval from LCSD	<input checked="" type="checkbox"/>	- At reasonable rate
	3. Reception (either one per event)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> - Applicable to event with ceremony - Not applicable to CSC Programmes	<input checked="" type="checkbox"/>	- \$100/head
	a. Tea reception/ refreshment/ cocktail party b. Banquet	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> - Applicable to event with ceremony only - Not applicable to local official/training course/seminar	<input checked="" type="checkbox"/>
4. Prizes a. Trophy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Individual Sports: - \$200 each; - \$700/set of 3 places; - \$800/set of 4 places Team Sports - \$300/each; - \$1,000/set of 3 places; - \$1,300/set of 4 places For CSC Programmes: - only applicable to inter-club competitions	<input type="checkbox"/>	

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IV. Major Event-related Expenses (cont'd)	b. Medals	<input checked="" type="checkbox"/> - \$120 each	<input checked="" type="checkbox"/> - \$120 each	<input checked="" type="checkbox"/> - \$120 each	<input type="checkbox"/>	<input checked="" type="checkbox"/> - \$30 each - For CSC Programmes: only applicable to inter-club competitions	<input type="checkbox"/>		
	5. Setting up of venue	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Not applicable to CSC Programmes	<input checked="" type="checkbox"/>	- At reasonable rate	
	6. Venue charge	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- At standard rate (require to specify the charges for use of various venues)	
	7. Transport of equipment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- \$400/van/single trip - \$1,300/lorry/single trip - \$1,500/crane lorry/single trip	
	8. Appearance & Prize money	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	- At reasonable rate - Subject to the requirement set by the respective IF/AF - Other case should be subject to the prior approval from LCSD	
	9. Others (e.g. hire of services, etc.)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	- For any item not listed above, NSAs should provide justification for LCSD's consideration - At reasonable rate

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IV. Major Event-related Expenses (cont'd) <i>(5 addition items should be assessed for “M” Mark Event)</i>	Item 10-14 (For “M” Mark Event Only)								
		10. Printing and publicity materials (including internet publicity)	<input checked="" type="checkbox"/>						-\$42,500/event
		11. Local transport for							
		a. Overseas Players, Team and Technical Officials	<input checked="" type="checkbox"/>						- At reasonable rate
		b. Local Athletes and Technical Officials	<input checked="" type="checkbox"/>						- At reasonable rate
		c. Local Officials	<input checked="" type="checkbox"/>						- At reasonable rate - For event held in early morning or without direct public transportation
		12. Audit fee	<input checked="" type="checkbox"/>						- At reasonable rate
		13. Licence / Right / Sanction fee	<input checked="" type="checkbox"/>						- At the rate set by the authorising organization / the respective IF or AF
		14. Insurance							
		a. Public Liability Insurance	<input checked="" type="checkbox"/>						- At reasonable rate
	b. Other Insurance	<input checked="" type="checkbox"/>						- At reasonable rate	

Remarks - Applicable to this category only - Not applicable to this category

Scale of Remuneration for Officials

(Remarks: The scale of remuneration will be updated periodically and please refer to the latest pay adjustment)

Remuneration for Sports Officials**1. Coach/Instructors Rate****Rate of Remuneration****(as from 1 August 2023)**

(a)	Instructors (Elementary)	\$ 224 / hr
(b)	Instructors (Intermediate)	\$ 263 / hr
(c)	Instructors (Advanced)	\$ 341 / hr
(d)	Assistant Instructors (Elementary)	\$ 115 / hr
(e)	Assistant Instructors (Intermediate)	\$ 134 / hr
(f)	Assistant Instructors (Advanced)	\$ 172 / hr
(g)	Coach (for Squad Training)	\$ 501 / hr

2. Rate for Referees /Umpire/Competition Officials

- the rate as set and agreed by NSAs and LCSD

3. Other Officials Rate**Rate of Remuneration****(as from 1 August 2023)**

(a)	Organiser	\$ 102 / hr
(b)	Key Official	\$ 80 / hr
(c)	Official	\$ 74 / hr
(d)	Casual Helper	\$ 53 / hr
(e)	Voluntary Helper	\$ 75 / occasion
(f)	Temporary Sports Organiser <ul style="list-style-type: none"> - for training programme which lasts at least for 4 months with 300 participants or more; or training scheme which lasts at least 2 months and cater for over 1,000 participants - for competitions lasting for about 3 months with about 300 matches. 	\$ 102 / hr
(g)	Officials for Community Sports Club Programmes <ul style="list-style-type: none"> - Minimum 4 hours - To assist in the implementation of inter-club sports competition. - The ratio of paid officials to number of enrolled participants is 1:10 (Recipients of the honorarium should not be the participants of the competition to avoid the conflict of interest). 	Honorarium at \$75 per occasion

康樂及文化事務署體育資助計劃
Leisure and Cultural Services Department Sports Subvention Scheme
意外事件報告表格 Accident Report Form

體育團體名稱： _____ 致： 助理康樂事務經理(學校體育)
 Name of Association : _____ To : ALMI/II(SSP)

電話號碼： _____
 Tel no. : _____

1. 地點 / 場地： _____
 Location / Venue : _____

2. 活動名稱： _____
 Name of Programme : _____

3. 日期： _____ 星期()
 Date : _____ Day of the week : _____

4. 事發時間： _____ 事發當天是 / 不是 *公眾假期
 Time of accident : _____ It was / was not * a public holiday

5. 傷者資料：#
 Particulars of injured person : #

(i) 姓名： _____
 Name : _____ (中文 in Chinese) _____ (英文 in English)

(ii) 性別： _____ 男/女* (iii) 國籍： _____
 Sex : _____ M / F* Nationality : _____

(iv) 年齡： _____ (v) 香港身份證/護照號碼*：
 Age : _____ HKID No./Passport No.*: _____

(vi) 電話： _____ (vii) 職業： _____
 Telephone : _____ Occupation : _____

(viii) 地址： _____
 Address : _____

6. 處理意外事件的工作人員姓名和身份：
 Name and status of the officer/official attending the case :

7. 如有目擊意外者，請列明其個人詳情
 Particulars of person(s) witnessing the accident

(i) 姓名： _____
 Name : _____ (中文 in Chinese) _____ (英文 in English)

(ii) 地址： _____ (iii) 電話： _____
 Address : _____ Tel. : _____

(iv) 目擊意外者的口供於 _____ / _____ / _____ 錄取，並夾附為附件
 Witness statement(s) taken on _____ / _____ / _____ and attached as Appendix _____

目擊意外者已在供詞內作出書面同意，署方可就意外的調查工作（不論是否打算採取法律行動）及／或進行與這宗意外有關的法律訴訟，向第三者披露供詞內容及／或提供供詞的副本。
 Witness(es) has/have endorsed consent on the statement(s) that the same may be disclosed and/or copies be provided by the Department to any third party for the purposes of or in connection with investigation of the accident (whether or not legal action has been contemplated) and /or any legal action in relation thereto.

8. 意外發生原因、傷勢和已採取的救援措施：
Cause of accident, details of injuries and action taken：
9. 召喚救護車：
Calling of ambulance：
- (i) 召喚時間及召喚人士：
Time of call and by whom：_____
- (ii) 救護車抵達時間：
Time of arrival：_____
- (iii) 救護車離開時間：
Time of departure：_____
- (iv) 救護車號碼：
Ambulance No.：_____
10. 傷者離開場地時的狀況：
State of the injured person on leaving the venue：_____
11. 送院後詳情：
Details after conveyance to hospital：
- (i) 需要/不需要*留院
Hospitalization is/is not required
- (ii) 醫院名稱：
Name of Hospital：_____
- (iii) 出院日期：
Discharged from hospital on：_____
- (iv) 證實死亡日期：
Date certified dead：_____
12. 警務處報案簿編號：
Police Report Reference Number：_____

註 Notes

傷者已獲告知，他提供的資料會供康樂及文化事務署和主辦團體作記錄用途，傷者如欲更改或查詢本報告所載的個人資料，應與主辦團體聯絡。

The victim has been informed that the information provided will be used for the record of the Leisure and Cultural Services Department and the organizer. For correction of or access to personal data collected by means of this report, the victim should contact the organizer.

* 請刪去不適用者

Delete as appropriate

13. 本人聲明上述所提供的資料均屬正確。
I declare that the above particulars are true.

填寫報告人士簽署：

Signature of the person
making the report:

姓名及職銜：

Name & Title：

聯絡電話：

Contact Tel. No.：

體育團體印鑑：

Official chop：

日期：

Date：

手提電話/傳呼機：

Mobile

phone/Pager：

Leisure and Cultural Services Department
Level of Subsidy and Eligible Items of Expenditure for
Community Sports Club (CSC) Subsidy Scheme

Eligible Items of Expenditure		Maximum Level of Subsidy
1.	<u>Progressive Training Scheme / Skill Improvement / Skill Refinement / Intermediate Level Training</u> Training programmes (including coaching fee, printing of publicity posters, application forms and leaflets, handouts, certificates, event banners, transportation of equipment, public liability insurance and venue charge)	85%
2.	Training programmes for officials and coaches (including coaching fee, printing of publicity posters, application forms and leaflets, handouts, certificates, event banners, transportation of equipment, public liability insurance and venue charge)	70%
<u>Inter-club/Inter-CSC Sports Competition</u>		
3.	Inter-club/Inter-CSC sports competitions for youths (aged 25 or below) (including chief referee fee, honorarium for officials, printing of publicity posters, application forms and leaflets, competition schedule, event banners, transportation of equipment, public liability insurance, license fee, medical items, trophies, medals, water and venue charge)	85%
4.	Inter-club/Inter-CSC sports competitions (for all ages) (including chief referee fee, honorarium for officials, printing of publicity posters, application forms and leaflets, competition schedule, event banners, transportation of equipment, public liability insurance, license fee, medical items, trophies, medals, water and venue charge)	70%
<u>Sports Fun Day</u>		
5.	Sports fun days (including printing of publicity posters, application forms and leaflets, event banners, transportation of equipment, public liability insurance and venue charge)	70%
<u>CSC Enhancement Programme</u>		
<u>Elementary / Progressive Training Scheme / Skill Improvement / Skill Refinement / Intermediate Level Training</u>		
6.	Training programmes (including coaching fee, printing of publicity posters, application forms and leaflets, handouts, certificates, event banners, transportation of equipment, public liability insurance and venue charge)	85%

Eligible Items of Expenditure		Maximum Level of Subsidy
	<u>Sports Fun Day</u>	
7.	Sports fun days (including printing of publicity posters, application forms and leaflets, event banners, transportation of equipment, public liability insurance and venue charge)	85%
	Engagement of Sport Organiser for Coordinating Work	
8.	Setting up of new CSC with man-hours not exceeding 50	100%
9.	Monitoring of CSC with man-hours not exceeding 20	100%
10.	Supporting CSCs to organise CSC Sports Development Programmes (Training course/Fun Day) with man-hours not exceeding 50	100%
11	Supporting CSCs to organise CSC Sports Development Programmes (Competition) with man-hours not exceeding 60	100%

Leisure and Cultural Services Department
Community Sports Club Project
Guidelines for the Community Sports Clubs Booking of Venues

1. If an application for the booking of venues from a Community Sports Club (CSC) is verified and endorsed by the relevant National Sports Association (NSA), it means NSA agrees that the application is in line with the objectives of CSC Project and hence shall be considered as an application from NSA. The officer-in-charge of the venue of the Leisure and Cultural Services Department (LCSD) will process the application by following the priority applicable to NSA applications.

2. An organisation under CSC Project of LCSD should take the following steps to book a venue:
 - (a) CSC may, in the capacity of a member of CSC Project of LCSD, contact the officer-in-charge of the venue to check if the venue is available for hire.

 - (b) Upon initial confirmation that the venue is available for hire, CSC should complete the Application for Booking of Venues from Community Sports Clubs (**Annex 7.7**) and send it back to the relevant NSA for verification.

 - (c) After verification, the application should also be signed and sealed by the relevant NSA before it is referred to the officer-in-charge of the venue for processing. A copy of the application form shall be sent to the Community Sports Section of LCSD via the relevant NSA for record purpose.

 - (d) If the application is accepted, the officer-in-charge of the venue may, upon request of NSA, send the demand note to the relevant NSA or to CSC direct. Booking fees shall be paid by CSC.

 - (e) If there are any questions about the booking, the officer-in-charge of the venue should directly approach the applicant of CSC.

3. As different NSAs may have different needs, slight adjustments may be made in the form of the Application for the Booking of Venues. However, the booking procedures will be the same as set out in paragraph 2.

**Leisure and Cultural Services Department
Community Sports Club Project
Application for Booking of Venues from Community Sports Clubs**

Name of Community Sports Club (CSC): _____

Name/Nature of the Programme: _____ Venue: _____

Estimated Total No. of Participants: _____ Charge: * Free/\$ _____ per person/\$ _____ per team

Will any other income be derived from the programme? *Yes / No If Yes, how much? \$ _____ source: _____

Date(s)/Time:

Date of the programme							Day of the week	Time	Number(s) of table(s) / court(s) / lane(s)
Year	Month	Day							

Name of Applicant: _____ Post Held in the CSC: _____

Telephone No.: _____ (Daytime) _____ (Night-time) Fax No.: _____

Address: _____

Name of responsible persons of the programme (Please provide the names of two responsible persons, one of whom must be present at the booked session to take up the booking at the venue.):

Responsible Person (A): *Mr/Miss/Ms/Mrs _____ Position Held: _____

HK ID Card No.: (First 4 digits): _____ Telephone No.: _____

Responsible Person (B): *Mr/Miss/Ms/Mrs _____ Position Held: _____

HK ID Card No.: (First 4 digits): _____ Telephone No.: _____

Responsible Person (C): *Mr/Miss/Ms/Mrs _____ Position Held: _____

HK ID Card No.: (First 4 digits): _____ Telephone No.: _____

Declaration

I hereby declare that the above venue will be for the use of holding non-profit-making programme(s) and for official use for our organisation only.

Applicant: _____

(Signature)

Date: _____ Official Seal of the Organisation: _____

Note: All CSCs should mail or fax their application forms to the relevant NSAs for confirmation before the specified dates.

Telephone: XXXX XXXX (for enquiries)

Fax No.: XXXX XXXX

For the Completion by NSA

To: The officer-in-charge of the venue of _____, LCSD Fax No.: _____

We hereby recommend the above CSC to book the above venue for holding programme(s).

Officer-in-charge: _____ Official Seal of the Organisation: _____

(Signature)

Post Title: _____ Date: _____

(Please fax this application to the officer-in-charge of the CSC Project of LCSD at 2697 4220 for record purpose.)

* Please delete as appropriate

Community Sports Club Project
Employment of Part-time Sport Organiser for
Coordinating Work Pertaining to Organise CSC Sports Development Programmes

	Work	Man-hour(s) required	
		Training Course/ Fun Day	Competition
1.	Co-ordinate block booking of leisure and sports facilities	4	5
2.	Provide technical support for CSC to organise sport development activities	27	33
3.	Carry out supervision of the programme	7	9
4.	Check and certify the receipts and statement of accounts submitted by CSC	12	13
Grand Total :		50	60

Remarks: The current rate of remuneration for Sport Organiser is \$102 per hour. w.e.f. 1.8.2023. The rate may be revised in parallel to LCSD's up-to-date pay adjustment when applicable.

<p>SAMPLE (for reference only) <u>Public Liability Insurance Policy</u> <u>taken out by NSA</u></p>

XXXX 202X

Dear Sir/Madam,

Leisure and Cultural Services Department
Community Sports Club (CSC) Subsidy Scheme
XXX Training Programme

Please be informed that your application for subsidy for organising the above programme has been accepted. A maximum amount of \$XXXX will be allocated for the programme. Enclosed please find a breakdown of the expenditure of the programme approved by our Association and the method of calculating the subsidy for your information. Besides, the record of expenditure on the remuneration for part-time staff, attendance record of participants and the Programme Report (Community Sports Club Project) are also attached for your completion.

Conditions of Grant

The following conditions of grant shall be observed; otherwise, the approved subsidy may be forfeited :-

- (1) your Club shall acknowledge our Association as an assisting organisation and LCSD as a subsidising organisation in all publicity materials including publicity banners, posters, leaflets, booklets, invitation cards, press releases, prizes, souvenirs, etc. Your Club shall advise LCSD and our Association on any publicity plan and design layout of such materials;
- (2) your Club shall not make a profit out of the programme;
- (3) the programme shall not be used for any personal publicity;
- (4) your Club shall inform LCSD and our Association of any accident within 12 hours of its occurrence;
- (5) your Club shall fax/mail the list of participants to LCSD and our Association for record purpose at least one week before the commencement of the programme;
- (6) to ensure the quality of the programme, the instructors/persons-in-charge of the programmes are advised to inform the participants in the first lesson that if they have any opinion or suggestion about the programme, they may contact your Club or our Association or LCSD;
- (7) the course instructors shall be recognised by our Association;
- (8) your Club shall follow the Code of Conduct, Accounting Guidelines (for terms applicable to Community Sports Club) and Procurement Guidelines set by our Association, in respect of the approval mechanism and declaration system, to avoid conflict of interest. Failure to do so may result in reduction or cancellation of the

- approved subsidy for the programme by our Association;
- (9) representatives of LCSD and our Association reserve the right to attend any preparatory meetings for the purpose of monitoring the progress of the programme;
 - (10) your Club shall notify LCSD and our Association of any changes to the programme (such as change of programme date, time and venue) to which the subsidy has been granted;
 - (11) if the enrolment rate is less than 50% of the quota, the programme shall be postponed or cancelled;
 - (12) the income derived from entry fee of each programme shall preferably account for 15% or above of the total expenditure of the programme;
 - (13) arrangement for public liability insurance policy for the programme : -
 - (i) our Association shall effect and keep in force during the Subvention Period a public liability policy of insurance exclusively for LCSD subsidised programme in the joint names of the Government of the Hong Kong Special Administrative Region (the Government), our Association and your Club in an insured sum of not less than HK\$6.5 million for the occurrence of any single accident and unlimited amount for the Subvention Period. The insurance policy shall cover liability to pay damages and compensation for injury to or death of any person and for loss of or damage to any property where such injury, death, loss or damage is caused by or arises out of any act, omission or negligence of the Government, our Association or your Club or any of your employees or agents. A copy of the insurance policy will be provided for your information upon request;
 - (ii) LCSD shall not be liable for any claims, demands or liabilities associated with the organisation of the programme; and
 - (iii) your Club shall indemnify LCSD against all actions, proceedings, claims, costs and expenses whatsoever in respect of any injury or death arising out of the programme for which LCSD is not liable;
 - (14) when organising the programme, your Club shall observe the laws and ordinances of the Hong Kong Special Administrative Region such as the Prevention of Bribery Ordinance, the Immigration Ordinance, the Personal Data (Privacy) Ordinance, the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Minimum Wage Ordinance and the Copyright Ordinance;
 - (15) members of your Club shall be advised to avoid any conflict of their private interest, whether in the past, present or future, with their official duties in your Club, and to declare any such conflict to your Club, which shall report the same promptly to our Association and LCSD;
 - (16) the following information shall be submitted to our Association within one month after the completion of the programme for verification and payment purpose : -
 - (i) parts I, II, III & IV of the Programme Report (Community Sports Club Project);
 - (ii) all original receipts including the statement of expenditure on the remuneration for part-time staff;

- (iii) a full list of participants and an attendance record; and
- (iv) photographs and publicity materials of the programme;
- (17) the Programme Report (Community Sports Club Project) shall be affixed with the official seal and certified by the Chairman/Treasurer of your Club;
- (18) original copies/photocopies of the receipts shall be affixed with the official seal. If payment for items/services exceeds \$3,000, the receipts, accounts or relevant information shall be countersigned by the Chairman and Secretary/Treasurer of your Club for verification purpose;
- (19) the number of sessions for training programmes should not be reduced without justification;
- (20) pay rate to part-time staff should be no less than LCSD's standard pay rate; and
- (21) LCSD and our Association reserve the right to check the accounts of your Club by examining the supporting vouchers related to the programme.

Commercial Sponsorship

Commercial sponsorship both in kind and in cash are welcome provided that : -

- (1) your Club shall obtain prior consent from LCSD and our Association before accepting any sponsorship;
- (2) LCSD's image and integrity as a public body shall not be jeopardised;
- (3) the sponsorship shall cover part of the programme expenses;
- (4) your Club shall not accept any sponsorship from liquor companies for any subsidised programmes organised for young people under the age of 18;
- (5) your Club shall not accept any sponsorship from tobacco companies for any subsidised programmes;
- (6) LCSD shall have the discretion to refuse any sponsorship;
- (7) the acceptance of sponsorship shall not cause any embarrassment to LCSD or the Government; and
- (8) your Club shall report to LCSD via our Association any donation/sponsorship to the programme for publishing in the half-yearly LCSD magazine, i.e. the CSC Bulletin.

For enquiries, please contact XXX at XXXX.

Yours faithfully,

XXX of XXX Association

c.c. Community Sports Club Unit of LCSD

<p>SAMPLE (for reference only)</p> <p><u>Public Liability Insurance Policy</u> <u>taken out by CSC</u></p>
--

XXXX 202X

Dear Sir/Madam,

Leisure and Cultural Services Department
Community Sports Club (CSC) Subsidy Scheme
XXX Training Programme

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- (2) your Club shall not make a profit out of the programme;
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- (5) your Club shall fax/mail the list of participants to LCSD and our Association for record purpose at least one week before the commencement of the programme;
- (6) to ensure the quality of the programme, the instructors/persons-in-charge of the programmes are advised to inform the participants in the first lesson that if they have any opinion or suggestion about the programme, they may contact your Club or our Association or LCSD;
- (7) the course instructors shall be recognised by our Association;
- (8) your Club shall follow the Code of Conduct, Accounting Guidelines (for terms applicable to Community Sports Club) and Procurement Guidelines set by our Association, in respect of the approval mechanism and declaration system, to avoid conflict of interest. Failure to do so may result in reduction or cancellation of the approved subsidy for the programme by our Association;
- (9) representatives of LCSD and our Association reserve the right to attend any preparatory

- meetings for the purpose of monitoring the progress of the programme;
- (10) your Club shall notify LCSD and our Association of any changes to the programme (such as change of programme date, time and venue) to which the subsidy has been granted;
 - (11) if the enrolment rate is less than 50% of the quota, the programme shall be postponed or cancelled;
 - (12) the income derived from entry fee of each programme shall preferably account for 15% or above of the total expenditure of the programme;
 - (13) arrangement for public liability insurance policy for the programme : -
 - (i) your Club shall effect and keep in force during the Subvention Period a public liability policy of insurance exclusively for LCSD subsidised programme in the joint names of the Government of the Hong Kong Special Administrative Region (the Government), our Association and your Club in an insured sum of not less than HK\$6.5 million for the occurrence of any single accident and unlimited amount for the Subvention Period. The insurance policy shall cover liability to pay damages and compensation for injury to or death of any person and for loss of or damage to any property where such injury, death, loss or damage is caused by or arises out of any act, omission or negligence of the Government, our Association or your Club or any of your employees or agents. Your Club shall ensure that any public liability shall be adequately covered by the policy of insurance;
 - (ii) a copy of the insurance policy shall be provided to our Association two weeks before the commencement of the programme for verification purpose;
 - (iii) LCSD shall not be liable for any claims, demands or liabilities associated with the organisation of the programme; and
 - (iv) your Club shall indemnify LCSD against all actions, proceedings, claims, costs and expenses whatsoever in respect of any injury or death arising out of the programme for which LCSD is not liable;
 - (14) when organising the programme, your Club shall observe the laws and ordinances of the Hong Kong Special Administrative Region such as the Prevention of Bribery Ordinance, the Immigration Ordinance, the Personal Data (Privacy) Ordinance, the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Minimum Wage Ordinance and the Copyright Ordinance;
 - (15) members of your Club should be advised to avoid any conflict of their private interest, whether in the past, present or future, with their official duties in your Club, and to declare any such conflict to your Club, which shall report the same promptly to our Association and LCSD;
 - (16) the following information shall be submitted to our Association within one month after the completion of the programme for verification and payment purpose : -

- (i) parts I, II, III & IV of the Programme Report (Community Sports Club Project);
 - (ii) all original receipts including the statement of expenditure on the remuneration for part-time staff;
 - (iii) a full list of participants and an attendance record; and
 - (iv) photographs and publicity materials of the programme;
- (17) the Programme Report (Community Sports Club Project) shall be affixed with the official seal and certified by the Chairman /Treasurer of your Club;
 - (18) original copies/photocopies of the receipts shall be affixed with the official seal. If payment for items/services exceeds \$3,000, the receipts, accounts or relevant information shall be countersigned by the Chairman and Secretary/Treasurer of your Club for verification purpose;
 - (19) the number of session for training programme should not be reduced without justification;
 - (20) pay rate to part time staff should be no less than LCSD's standard pay rate; and
 - (21) LCSD and our Association reserve the right to check the accounts of your Club by examining the supporting vouchers related to the programme.

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Commercial sponsorship both in kind and in cash are welcome provided that : -

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- (2) LCSD's image and integrity as a public body shall not be jeopardised;
- (3) the sponsorship shall cover part of the programme expenses;
- (4) your Club shall not accept any sponsorship from liquor companies for any subsidised programmes organised for young people under the age of 18;
- (5) your Club shall not accept any sponsorship from tobacco companies for any subsidised programmes;
- (6) LCSD shall have the discretion to refuse any sponsorship;
- (7) the acceptance of sponsorship shall not cause any embarrassment to LCSD or the Government; and
- (8) your Club shall report to LCSD via our Association any donation/sponsorship to the programme for publishing in the half-yearly LCSD magazine, i.e. CSC Bulletin.

For enquiries, please contact XXX at XXXX.

Yours faithfully,

XXX of XXX Association

c.c. Community Sports Club Unit of LCSD

**Leisure & Cultural Services Departemnt
Community Sports Club Subsidy Scheme
Attendance Record of Participants**

Organiser _____ (Community Sports Club)

_____ (National Sports Association)

Name of Programme _____

Date _____ (Every _____) Time _____

Venue _____

Name of Instructor _____

No.	Name	Gender		Date										
		M	F	1	2	3	4	5	6	7	8	9	10	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
15														
16														
17														
18														
19														
20														
Total:														
Signature of Instructor:														
Signature of Assistant Instructor:														

Remarks : The participants list should be sent by mail or by fax to respective NSA and LCSD separately one week before the training programme is commenced. The attendance list should be passed to respective NSA together with related documents, such as receipts, and attendance records of instructor, within one month after the subsidized programme was completed.

Leisure and Cultural Services Department
Suggested Guidelines for Handling of CSCs Subsidised Programmes during Inelement Weather

Condition of Weather	Appropriate action to be taken by CSCs	Activities Affected
<ul style="list-style-type: none"> ● In case the strong monsoon signal, thunderstorm warning or typhoon signal No. 1 is issued / hoisted two hours before an activity commences 	Sea trip programmes will be cancelled	<u>Activities affected:</u> Canoeing, rowing, windsurfing and etc.
<ul style="list-style-type: none"> ● In case the red rainstorm warning signal is issued two hours before an activity commences 	All outdoor programmes, except the programmes held at swimming pools, will be cancelled	<u>Activities affected:</u> Archery, athletics, baseball, canoeing, cricket, dragon boat, gateball, handball, hockey, lawn bowls, mountain craft, orienteering, rowing, rugby, sports climbing, tennis, triathlon, windsurfing and etc.
<ul style="list-style-type: none"> ● In case the typhoon signal No. 3 is hoisted two hours before an activity commences 	All outdoor pursuit programmes will be cancelled	<u>Activities affected:</u> Canoeing, day/evening/residential camp, rowing, windsurfing, programmes held at water sports centers and etc.
<ul style="list-style-type: none"> ● In case Pre-No.8 is announced. (an advance notice to the public issued by Hong Kong Observatory when the tropical cyclone warning signal No.8 is expected within two hours.) 	When the activities (except all outdoor pursuit programmes) are proceeding, the activities will be proceeded as scheduled. If the activities are not started, the activities will be cancelled.	All Activities
<ul style="list-style-type: none"> ● In case the typhoon signal No. 8 or above is hoisted or the black rainstorm warning is issued 	All activities will be cancelled	All Activities
<ul style="list-style-type: none"> ● In case the red/black rainstorm warning signal, or the typhoon signal No. 8 or above is cancelled two hours before an activity commences and the venue condition permits 	All activities will be held as scheduled	

Condition of Weather	Appropriate action to be taken by CSCs	Activities Affected
<ul style="list-style-type: none"> ● In case the Air Quality Health Index (AQHI) at “High” health risk category (AQHI of 7) is issued 	<ol style="list-style-type: none"> 1. Hold all activities as scheduled. 2. Inform participants of the AQHI on the spot. 3. Pay more attention to the physical conditions of participants during the activities. 4. Remind participants to take breaks as and when required. 5. Advise participants to consult a medical doctor before participating in sports activities and take more breaks during the activities. 6. Closely observe the AQHI changes. 7. Participants with existing heart or respiratory illnesses ^{note 1}, Children (aged below 12) and the elderly (aged 60 or above) are advised to <u>reduce</u> outdoor physical exertion, and to <u>reduce</u> the time of their stay outdoors, especially in areas with heavy traffic. 8. Participants with existing heart or respiratory illnesses should seek advice from a medical doctor before participating in sports activities and take more breaks during physical activities. 	All Activities
<ul style="list-style-type: none"> ● In case the Air Quality Health Index (AQHI) at “Very High” health risk category (AQHI of 8-10) is issued 	<ol style="list-style-type: none"> 1. Same as above points 1 to 6 2. Participants with existing heart or respiratory illnesses ^{note 1}, Children (aged below 12) and the elderly (aged 60 or above) are advised to <u>reduce</u> to the <u>minimum</u> outdoor physical exertion, and to <u>reduce</u> to the <u>minimum</u> the time of their stay outdoors, especially in areas with heavy traffic. 3. The general public is advised to <u>reduce</u> outdoor physical exertion, and to <u>reduce</u> to the time of their stay outdoors, especially in areas with heavy traffic. 	

Condition of Weather	Appropriate action to be taken by CSCs	Activities Affected
<ul style="list-style-type: none"> ● In case the Air Quality Health Index (AQHI) at “Serious” health risk category (AQHI Exceeding 10) is issued 	<ol style="list-style-type: none"> 1. Same as above “High” health risk category points 1 to 6. 2. Participants with existing heart or respiratory illnesses ^{note 1}, Children (aged below 12) and the elderly (aged 60 or above) are advised to <u>avoid</u> outdoor physical exertion, and to <u>avoid</u> staying outdoors, especially in areas with heavy traffic. 3. The general public is advised to reduce to the <u>minimum</u> the time of their stay outdoors, especially in areas with heavy traffic. 	All Activities
<ul style="list-style-type: none"> ● In case of special incidents 	<p>The Department of Health (DH) will advise on the need for suspension of classes, outdoor activities or recreation and sports programmes on health grounds. Relevant bureaux and departments will take response actions in accordance with DH’s advice. The LCSD will inform NSAs whether subvented recreation and sports programmes should be cancelled.</p>	
<ul style="list-style-type: none"> ● In case the cold or very hot weather warning is issued 	<p>Instructors/leaders/organisers should inform participants of outdoor programmes of the warning and take necessary precaution</p>	

Note 1: Such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema

Programme Report (Community Sports Club Project)

The Report should be duly checked and completed by an authorised official/staff of the National Sports Association by the end of second month in the coming quarter. (e.g. for programme held during April to June, the report should be submitted on or before 31st August)

Name of Community Sports Club (CSC): _____

National Sports Association (NSA) Affiliated to: _____

[Part I, II and III: To be completed by CSC]

I. Event Particulars

Name of Programme : _____

Co-organiser(s) (if any) : _____

Sponsor(s) (if any) : _____

Date / Period held : _____

Venue(s) : _____

Event held as scheduled
or cancelled for the reason of _____

II. Event Statistics

Programme

Designed: _____ courses / events / matches* (____ hr per session, ____ no. of sessions)

Conducted: _____ courses / events / matches* (____ hr per session, ____ no. of sessions)

If there is variation, please state the reason:

Participant

Age range of participants: From _____ to _____

No. of Entries: Designed: _____ participants / teams* ; Accepted: _____ participants / teams*

Entries Rate: _____ % (no. of entries accepted / no. of entries designed)

No. of Participants / Teams* rejected (if any): _____

No. of Spectators (if any): _____

No. of Complaint(s) received (if any): _____

If yes, please specify the nature and details of complaint(s): _____

Details of enrolment and number of activities held for programmes held in a series, if applicable-

*Skill tests / Trainings (by type / class) / Competitions (by division) / Others	No. of entries accepted (*participants/teams)	No. of *courses / events / matches held	Remarks
Total :			

**Please delete if not applicable*

III. General Comments from CSC

	N/A	Satisfactory	Unsatisfactory (Please state the reasons)
Availability of venues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Availability of equipment / facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Public response to enrolment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Competition / training / programme format	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Duration of the competition / training / programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Instructors to participants ratio	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Publicity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Entry fees level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Participants' Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
Suggestion / Remarks: _____			

IV. Statement of Account

Section A (To be completed by CSC and NSA)

(A) <u>Expenditure Met by LCSD</u> (Original Allocation: \$ _____) (Revised Allocation: \$ _____)		<u>Actual Expenditure</u> (To be completed by CSC)		For NSA Use	
		Breakdown	Amount (\$)	Approved Subvention (\$)	Recommended Subvention (\$)
I.	Staff Remuneration				
II.	Minor Event-related Expenses				
III.	Major Event-related Expenses				
		Total (A):			
(B) <u>Expenditure Met by CSC / Sponsors:</u>					
		Total (B):			
Grand Total Expenditure (A)+(B):					

(C) Income: (Estimated Amount)		Actual Income (\$)		
1.	Entry Fee	\$ x nos		
2.	Other Sources of Income	\$		
Grand Total Income (C):				
			Maximum Subvention Level:	
			Actual Total Subvention:	
(Ceiling subsidy per application / the ceiling amount that reserved in the Annual Programme Plan / subsidy granted on deficit-financing basis)				

If there is significant variance between the estimated and actual expenditure / income, (i.e.>25%), please explain: _____

We hereby certify that the above Statement of Accounts and the receipts and supporting documents enclosed are true and genuine to the best of our knowledge and belief. We fully understand the seriousness of submitting any false statement, and should any incorrect information in the statement be found, we shall bear the legal liability and shall refund to the Leisure and Cultural Services Department of HKSARG any provision that in their opinion has been granted to us in excess under the “Community Sports Club Subsidy Scheme”

Signature : _____
Name: _____ CSC’s Chop

Title : Chairman / Vice-chairman / President
/ Vice-president / Treasurer / Others* Date: _____

**Please delete if not applicable*

[Part IV (Section B) , V , VI and VII : To be completed by NSA]

IV. Statement of Account

Section B (To be completed by NSA and the NSA is obligated to confirm the work mentioned at below is actually performed in additional hour(s))

Area of Work	Actual Man-hour(s) required	Remarks
1. Co-ordinate block booking of leisure and sports facilities		
2. Provide technical support for the CSC to organise sports development activities		
3. Carry out supervision of the programme		
4. Check and certify the receipts and statement of accounts submitted by the CSC		
Total		
Actual Expenditure: hrs x \$ 102 /hr = \$		

V. Supervision Report

(To be completed by NSA)

Supervision date: _____ Time: From _____ to _____

Venue: _____

Enrolment: _____ persons Attendance: _____ persons

Assessment (Please tick as appropriate):

	<u>Rating</u>				
	Excellent	Good	Fair	Poor	N.A.
A. Programme Arrangement					
1. Co-ordination	<input type="checkbox"/>				
2. Participant/Crowd control	<input type="checkbox"/>				
3. Safety measures	<input type="checkbox"/>				
4. Time allotment and arrangement	<input type="checkbox"/>				
B. Instructors/organisers					
1. Relevant knowledge	<input type="checkbox"/>				
2. Co-ordination skills	<input type="checkbox"/>				
3. Attitude	<input type="checkbox"/>				
4. Communication skills	<input type="checkbox"/>				
5. Punctuality	<input type="checkbox"/>				
6. Teaching mode	<input type="checkbox"/>				
C. Participants					
1. Responsiveness (level of involvement)	<input type="checkbox"/>				
2. Discipline	<input type="checkbox"/>				
3. Punctuality	<input type="checkbox"/>				
D. Venue					
1. Space	<input type="checkbox"/>				
2. Lighting system	<input type="checkbox"/>				
3. Ventilation system	<input type="checkbox"/>				
4. Venue and facilities	<input type="checkbox"/>				
5. Accessibility	<input type="checkbox"/>				
6. Cleanliness	<input type="checkbox"/>				

E. Comments from Inspector

- Recommended to grant subsidy for organising this programme in the future
- Not recommended to grant subsidy for organising this programme in the future

Overall comments:

Inspector's signature: _____ Name in BLOCK letters: _____

Date: _____ Post title: _____

VI. Achievement of Targets

Performance Target	Target met (✓) / not met (X)	Reasons / Remarks

(Sample)
(Reimbursement of
subsidy to CSC)

XX XX 202X

XXXX

XXXXXXXX

XXXXXX

Dear Sir / Madam,

Leisure and Cultural Services Department
Community Sports Club Subsidy Scheme
XXX Training Programme for Youth

Thank you for submitting the Programme Report (CSC Project) of the above programme to this office. The bills and related documents have been checked in order. To reimburse the subsidy, a cheque (No. _____) amounting to _____ is enclosed / will be sent to your club.

Please contact _____ at _____ if you do not receive / could not effect the above payment within 40 days from the date of this letter and return the reply slip to this office upon receipt of the reimbursed subsidy.

Yours sincerely,

(XXX)

Encl. : The breakdown of programme expenditure approved by the Association and the calculation of the subsidy

c.c. Community Sports Club Unit of LCSD

Reply Slip

To: _____ (Name of NSA)

I acknowledge the receipt of a cheque (No. _____) amounting to _____ for the organisation of the _____ (name of programme).

Signature : _____

Name (in BLOCK letters):

Post

Title : Chairman/Secretary/Treasurer

Official Chop of the Community Sports Club

Date : _____

Leisure and Cultural Services Department(LCSD)
 Community Sports Club Project
 Community Sports Club Annual Progress Report
 (From 1 April 202X to 31 March 202X)

I. General Information:

Name of Community Sports Club (CSC): _____

Date of Joining the CSC Project: _____

No. of Members

Aged below 26: _____ persons

Aged 26 or above: _____ persons

Registration Fee: \$_____ Annual Fee: \$_____ Monthly Fee: \$_____

Other Fee (Please specify: _____): \$_____

Venue and Time of Regular Training / Practice:

Venue: _____

(_____ District)

Time: _____ am / pm on _____

No. of Coach(es): _____

For LCSD Use
1.

Name and Qualification of Coaches (Please specify):

1. _____
2. _____
3. _____
4. _____
5. _____

For LCSD Use
2.

Name of Other Officials with Recognised Qualifications (Please specify the qualification, e.g. judge):

1. _____
2. _____
3. _____
4. _____
5. _____

For LCSD Use
6.

III. Volunteer Services Provided to the Relevant National Sports Association (NSA) or Other Agencies by CSC Members (Separated sheet can be used if required):

Date of Activity (In chronological order)	Name of Activity	Organiser	No. of Members Providing Volunteer Services	Average Working Hour(s) Per Person	Nature of Services (e.g. Voluntary Coach, referee, casual helper etc.)
1					
2					
3					
4					
5					
6					
Total No.:					hour(s)

For LCSD Use
7.
8.

IV. Achievements of CSC Members in Open Competitions (Separated sheet can be used if required):

Organiser	Date of Activity (In chronological order)	Name of Activity	No. of Member(s) Participated in Open Competitions	Name of Winner	Awards

V. Record of CSC Members Attending Workshops/Seminars/Training on Management and Technical Skill Directly Related to Recreation and Sports Field (Separated sheet can be used if required):

Organiser	Topic / Type of training	No. of Members Participated
1		
2		
3		
4		
5		
Total:		

VI. Updated Information about CSC

Please tick as appropriate:

- No update for the Name List of Executive Committee Members, Constitution, Certificate of Registration of a Society or an Incorporation & the detail of contact person
- Updated version of the *Name List of Executive Committee Members / Constitution / Certificate of Registration of a Society or an Incorporation is attached.
- Updated details of the contact person is listed below:

Name of Contact Person: _____ Post Title : _____

Contact No.: _____ (Day Time) _____ (Mobile)

Correspondence Address:

Email Address: _____ Fax No.: _____

* Please delete as appropriate

Declaration: I declare that the information provided in the Annual Progress Report is true and correct.

#Signature: _____

Name in BLOCK letters: _____

Post title: Chairman / Vice-Chairman / Secretary /
Treasurer / _____

_____ Date: _____

Official Seal
of the Community Sports Club

#The signature must be signed by an Executive Committee Member

VII. Overall Comments (To be completed by National Sports Association):

_____ (Name of CSC) is a member of our Association.

Signature: _____

Name in BLOCK letters: _____

Post title: _____

Date: _____

 Association's Chop

- Remarks:
1. All CSCs should forward the Annual Progress Report by 15 April 202X to the relevant NSA for comments and evaluation.
 2. NSA should complete Part VII of the Annual Progress Report and return to the Community Sports Club Unit of LCSD for further processing by 30 April 202X.
 3. The Annual Progress Report should be submitted on time.
 4. The information collected is for reference and record purpose. Delayed submission may affect your application for subsidy and the privilege of priority booking of LCSD venues.

For LCSD Use	
1	
2	
3	
4	
5	
6	
7	
8	
9	
Total:	

To: National Sports Association

**Leisure and Cultural Services Department (LCSD)
Community Sports Club Subsidy Scheme
CSC Annual Plan of Programmes in 202X/202X**

Priority	Name of Programme	Date / Month	Venue	Target Participants (Youth / All Ages)	No. of Events		Total No. of Participants			Total Number of Skill Tests and Training Hours / Matches / Activity Hours	Estimated Expenditure (\$)	Estimated Entry Fee (\$)	Subsidy Requested by CSC (\$)	Subsidy Requested by NSA (\$)	Subsidy Requested by CSC & NSA (\$)
					Skill Test	Training (by Course) / Competition (by Division/Group) / Fun Day	Skill Test	Training / Competition / Fun Day							
1.															
2.															
3.															
4.															
5.															
6.															
For CSC Enhancement Programme															
7.															
8.															
9.															
10.															

Remarks: 1. Please return the completed form to the parent National Sports Association (NSA) by mail or fax on or before _____ (Date).

our action by fax

2. The information provided in this sheet is used for LCSD's and NSA's estimate only. If the Community Sports Club decides to apply for subsidy from LCSD for holding a programme, a separate application form should be submitted to the parent National Sports Association four months before the planned commencement date of the programme.

3. Each CSC can submit(i) six applications (usually include four applications for training / fun days and two applications for inter-CSC sports competitions (with at least 4 CSCs participating in the competition), and (ii) four additional applications for enhancement programme (training / fun days must be held at LCSD's sports facilities during non-peak hours, or during peak hours in facilities where the average usage rate is below 30%) annually. This forecast of subsidy must be submitted before an application is formally lodged.

Name of the Community Sports Club: _____

Name of Contact Person: _____

Post Title: _____

Contact Tel No.: _____

Official Chop of Community Sports Club

Leisure and Cultural Services Department (LCSD)

康樂及文化事務署

Community Sports Club (CSC) Project

社區體育會計劃

“Code of Practice” on Booking of LCSD Venues for CSCs

社區體育會預訂場地守則

1. Sports development programmes organised by CSCs at LCSD facilities hired under the CSC Project should be listed in the annual programme plans and schedules of regular training of the CSCs and comply with the guidelines for the CSC Project laid down by the National Sports Associations (NSAs) concerned. The programmes must be non-profit-making, conducive to the sustainable development of sports at community level by NSAs and in accord with the objectives of the CSC Project, including:

- (a) to promote and strengthen the sports development for young players;
- (b) to enhance the standard of sports at community level; and
- (c) to encourage lifelong participation in sports.

The officer-in-charge of the venue of LCSD will process applications for use of LCSD facilities in accordance with the “Booking Procedures for Use of Recreation and Sports Facilities” of LCSD with reference to district demands.

社區體育會透過社區體育會計劃租用的康文署設施所舉辦的體育發展活動，需合乎該體育會的全年活動計劃及定期訓練的時間表及有關體育總會為社區體育會計劃所訂定的指引。活動必須為非牟利及有助體育總會持續在社區層面推廣體育，並符合社區體育會計劃的目標，包括：

- (a) 促進和加強年青運動員在體育方面的發展；
- (b) 提高社區層面的體育水平；以及
- (c) 鼓勵市民終身參與體育活動。

康文署場地主管人員收到預訂設施的申請後，將按本署制訂的「康體設施預訂程序」及視乎地區需要而處理有關申請。

2. LCSD facilities hired through priority bookings by CSCs must be used for organising sports development programmes open to the general public or regular sports training activities. When recruiting members, a CSC should brief the interested individuals on its operation and arrange for them to attend the regular practice or training activities as observers for them to gain a better understanding of CSC before making up their minds to join CSC.

社區體育會使用優先預訂的康文署設施，必須用作舉辦公開的體育發展活動或定期體育

訓練。在吸納新會員發展會務時，應先向有興趣的人士介紹該會的運作及讓其參觀體育會的定期練習或訓練活動，以便增加了解，從而考慮加入體育會成為會員。

3. The regular training conducted by CSCs at LCSD facilities hired through priority bookings should aim at providing members with systematical and long-term training with a view to enhancing community sports development and encouraging lifelong participation in sports among members. CSCs are required to update annually membership information including the names, numbers and the age distribution of members and keep the attendance records of members properly for LCSD's inspection as required.

社區體育會使用優先預訂的康文署設施進行定期訓練，應該以有計劃地長期培訓會員為主，以助社區體育發展及鼓勵會員終生參與體育運動。社區體育會的會員資料如名單、數目、年齡分佈應每年更新，而會員的出席記錄亦應妥為保存，以便在有需要時提供予康文署審閱。

4. In order to strike a balance between the needs of organisations and those of the general public, when a CSC is using the facilities hired through priority bookings for CSC activities, members of that CSC should not book in personal capacity the other facilities in the same venue and time slot for holding CSC activities.

社區體育會在使用優先預訂的場地時，體育會不應再以其他會員個人名義租用場地內同一時段的其餘設施進行體育會活動，以平衡團體及公眾人士使用場地的需要。

5. If any CSC is found to have violated the above regulations or improperly used LCSD facilities hired through priority bookings and fails to show any improvement on advice, NSA concerned should cease to recommend applications from that CSC for booking of LCSD venues. LCSD reserves the right to cancel the facilities reserved for that CSC and arrange a refund until the irregularities are rectified.

如證實社區體育會違反上述守則或不恰當使用優先預訂的康文署設施，經勸喻後亦無改善，體育總會應停止推薦其預訂場地的申請，而康文署亦有權取消有關社區體育會已經預訂的場地設施並安排退款，直至其不恰當行為有所改善為止。

June 2013
2013年6月