

Education Bureau Circular Memorandum No. 202/2017

From: Secretary for Education
Ref: EDB(SA1)/SA/POL/6/1C(III)
Date: 27 November 2017

To: Supervisors and Heads of all Government, Aided (including Special Schools) and Caput Schools

Opening up School Facilities for Promotion of Sports Development Scheme (Second Round Application for the 2017/18 School Year)

Summary

This circular memorandum serves to invite second round applications from public sector schools (government, aided and caput schools) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) jointly implemented by the Education Bureau (EDB) and the Home Affairs Bureau (HAB) effective from the 2017/18 school year.

Background

2. It has been the government policy to encourage schools to open up their facilities for hire to outside organisations to foster collaboration between schools and the community. As announced in the 2017 Policy Address, public sector schools are encouraged to further open up their facilities and review the promotion of sports development in schools to encourage students to develop a healthy sporting habit.

3. To take forward the initiative, EDB issued EDB Circular Memorandum No. 102/2017 in June 2017 to invite public sector schools to participate in the Scheme to open up school facilities for sports associations. Having regard to the positive response from stakeholders and feedback collected, we are calling for second round applications from public sector schools for this school year.

Details

4. Under the Scheme, schools are strongly encouraged to open up their facilities as far as possible, such as school hall, activity room, open and/or covered playground with ball

courts, sports ground, classroom and soccer pitch for sports associations to hold sports activities during weekends, school holidays and/or weekdays after school hours, from 12 March to 31 August 2018 for second round applications. In this regard, schools should provide a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions)¹ for each programme during the aforesaid period. Schools can also provide more than one facility for the sports associations to hold separate programme(s) during the same time slots and/or at different time slots. The school facilities made available for hire should be safe and in good condition.

5. To facilitate schools to cultivate a sporting culture in a whole school approach, sports associations using school facilities to offer programmes for members of the community are required to reserve one-fourth of the places in each sports programme for priority enrolment of students, teachers and/or parents of the participating school who have met the technical requirement(s) of the activity, if any, under the Scheme. With this arrangement, schools can enhance students' participation in sports activities and optimise the use of resources to promote sports development.

6. The "national sports associations" (NSAs), their affiliated club members, "District Sports Associations" (DSAs) and sports organisations provided by HAB at [Annex 3](#) are eligible for taking part in the Scheme. They are required to observe the conditions of use of school facilities and make necessary arrangements to protect schools against all claims, any loss or damages which may be incurred due to their act of negligence. For details of the conditions of use of school facilities, please refer to Part C of Section I at [Annex 1](#).

7. Schools which intend to participate in the Scheme are requested to complete the form "Application for Participation" at [Annex 2](#) and return it to their respective Chief School Development Officer on or before **15 December 2017**. Please note that the school applications submitted in response to EDB Circular Memorandum No. 102/2017 would remain valid till 31 August 2018. As such, the schools concerned are only required to complete Annex 2 again and return it to EDB in the same manner if there is change to the hiring information previously provided to EDB. The consolidated information in relation to schools' facilities will be forwarded to eligible sports associations through HAB for their action to liaise with the schools direct and consideration whether to apply for use of the facilities concerned.

8. NSAs, their affiliated club members, DSAs and sports organisations provided by HAB, which are interested in hiring school facilities available at participating schools, may

¹ The minimum duration of each session is one hour.

contact the schools direct for more information. Schools may also discuss with the sports associations about the intended use of the required facilities, time slots available and programmes in detail. Sports associations shall submit the form “Application for Hiring of School Facilities by Sports Association” (at Section I of Annex 1) to EDB, with a copy to HAB and the schools concerned, on or before **7 February 2018**. Upon HAB’s confirmation of the eligibility of the associations, EDB will on or before **9 February 2018** request the schools concerned to confirm their acceptance of application from sports associations by completing Section II of Annex 1 and returning it to EDB on or before **2 March 2018**.

9. If only one sports association has shown interest in hiring school facilities, the participating school has the right to make the final decision to accept or reject the application for the use of school facilities by the sports association. If more than one sports association has shown interest in hiring school facilities for the same time slots, the participating school has the discretion to select the sports association. HAB will inform the applicant sports associations of the school’s decision accordingly. The workflow of processing second round applications for the Scheme in the 2017/18 school year is at Annex 4.

10. With approval for hiring school facilities given by EDB on or before **9 March 2018**, the participating schools will be given a subsidy of \$20,000 for launching the first programme and a provision of \$15,000 per programme for subsequent programmes, if any, up to a maximum of \$80,000 per school in the 2017/18 school year. The subsidy can be used for hiring extra manpower, strengthening security measures, defraying additional utility costs, and carrying out urgent minor repair works, etc. Details of the subsidy are provided at Annex 5. In addition, schools can make their own arrangements to handle the matters in relation to the hiring charges with the sports associations concerned. On levying charges for hire of accommodation in government schools and aided schools, please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 respectively.

Enquiry

11. For enquiries, please contact the respective Senior School Development Officer of your district.

Ms SO Yuen-yi
for Secretary for Education

**Opening up School Facilities
for Promotion of Sports Development Scheme
Application for Hiring of School Facilities by Sports Association¹
(Second Round Application for the 2017/18 School Year)**

Section I [To be completed by the **applicant sports association**; please return it by fax to School Administration 1 Section of EDB (Fax No.: 2572 5402) on or before 7 February 2018, with a copy to:

- (i) Recreation and Sport Branch of HAB (Fax No.: 2519 7404); and
- (ii) the school in Part B

Part A: Information of the Sports Association

Name of Association : _____

Status of the Association as “national sports association” (NSA) / Affiliated club member of the at the date of this application: NSA² /District Sports Association/ sports organisation provided by HAB * (**Please delete as appropriate*)

Name of Contact Person (Position Held) : _____ () Phone No. : _____

Name of Responsible Person (Position Held) (Optional) : _____ () Phone No. : _____

Address : _____

Email : _____ Fax No. : _____

For official use of HAB:	Name/Position of officer:	
Eligibility of the Association verified	Signature:	Date:

Part B: School Facilities Required³

Name of School (district) : _____ ()

Address : _____

Facilities and number	Name of sports programme(s) and content	Available Dates (from/to)	Available Time (from/to)	Estimated number of officials and participants using the facility each session
<i>e.g. Playground (1) Badminton Courts (2)</i>	<i>Basketball Training Course for national squad training or youth training</i>	<i>21/7/2018 to 25/8/2018 (Every Saturday and Sunday; Except 5/8/2018)</i>	<i>10:30am to 12:30pm</i>	<i>Total: 25 Officials: 5 Participants: 20</i>

Facilities and number	Name of sports programme(s) and content	Available Dates (from/to)	Available Time (from/to)	Estimated number of officials and participants using the facility each session

¹ Refers to (a) “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China and are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department; (b) Registered affiliated club members of the relevant NSAs; (c) “District Sports Associations” receiving government subvention through Home Affairs Department; and (d) sports organisations provided by HAB as specified at Annex 3.

² An affiliated club should provide the information issued by the National Sports Association regarding the validity of its affiliation to the NSA concerned.

³ Please refer to Annex 2 for the relevant hiring information including hiring charge, if any, provided by the school before completing this part.

Part C: Conditions of Use of School Facilities if this Application is Approved

1. The hired facilities shall only be used for the designated programme specified in Part B, unless with prior approval of the school.
2. All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary. The sports association shall take appropriate action to safeguard the health and safety of all users.
3. The sports association shall be a non-profit making organisation and shall not use the school facilities for holding sports activity for profiteering.
4. All users must leave the school at the end of each session specified in Part B.
5. Eating and drinking shall not be permitted inside the play areas. Smoking is strictly prohibited in school.
6. The school will close the facilities upon issue of Tropical Cyclone Signal No. 8 or the RED/BLACK Rainstorm Warning Signal. The school may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operation point of view. In such case, the school will refund the hire charge for the unused session(s).

7. If a confirmed session has to be cancelled by the school owing to inclement weather or other circumstances in accordance with Condition 6, the sports association may discuss with the school for reallocation of the unused session(s). However, the school does not guarantee the availability of any suitable session for reallocation.
8. The sports association will reserve one-fourth of places in each sports programme for priority enrollment of students, teachers and/or parents of the school who have met the technical requirement(s), if any, of the activity.
9. The sports association shall be responsible for meeting the cost of repairing any damage caused to the facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of school facilities.
10. The sports association shall take out adequate insurance to cover all eventualities during the use of school facilities including third party liability insurance. The sports association shall also purchase a third party liability insurance of a specified amount and include the school appropriately as the name of the insured and make a copy of the insurance policy to school for record.
11. The sports association shall indemnify and keep indemnified school against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damages arising out of or as a result of the use of school facilities by the sports association or any person so authorised by it due to the negligence on the part of sports association or on the part of such authorised person.
12. The sports association shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The sports association shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.
13. The sports association shall not admit members of the public to the school during the use of school facilities as spectators, without the prior approval of the school.
14. The school reserves the right to reject or cancel the hiring of facility without giving prior notice to the sports association and also to restrict the number of users entering the school or to refuse entry of any person upon health ground or any other reasons.
15. The school may refuse the sports association from using the facilities if the sports association does not observe the Conditions of Use in Part C.

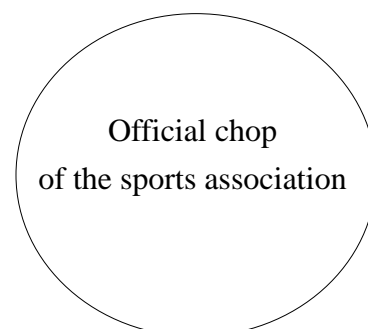
Part D: Declaration

I, on behalf of _____ (Name of the sports association),
undertake to observe the Conditions of Use of School Facilities in Part C.

Signature of Responsible Person : _____

Name of Responsible Person : _____

Date : _____



Section II [To be completed by the school; please return it by fax to School Administration 1 Section of Education Bureau (Fax No.: 2572 5402) with a copy to Recreation and Sport Branch of Home Affairs Bureau (Fax No.: 2519 7404) on or before 2 March 2018]

To: School Administration 1 Section of Education Bureau

I, on behalf of _____ (Name of the school), confirm acceptance / rejection* (please specify reason in case of rejection: _____ e.g. clash with school activities etc.) of the above application for the use of school facilities as specified in Part B of Section I.

* Please delete as appropriate

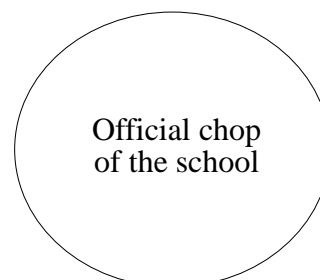
The school facilities to be hired by the sports association are as follows:

No.	Name of programme(s)	Facilities	Duration of each session (a)	No. of sessions (b)	Duration of programme C=(a)x(b)	Total Charges
e.g.	<i>Basketball Training Course for national squad training or youth training</i>	<i>Playground</i>	<i>2 hours</i>	<i>12</i>	<i>24 hours</i>	<i>\$6,660</i>
1						
2						
3						
4						
5						

Signature of School Representative : _____

Name of School Representative : _____

Date : _____



For official use of HAB:	Name/Position of officer:
Applicant sports association is informed of the result.	Signature: _____ Date: _____

Section III (to be completed by School Administration 1 Section of EDB)

To: _____ (School in Section II)

With verification by HAB, approval is given for your school to hire out the facilities to _____ (Name of sports association) with details specified in Section II.

Signature of EDB Representative : _____

Name of EDB Representative : _____

Date : _____



**Opening up School Facilities
for Promotion of Sports Development Scheme
Application for Participation
(Second Round Application for the 2017/18 School Year)**

To: Chief School Development Officer (_____) (Please fill in the name of district)
(Please return by fax on or before 15 December 2017)

Name of School (District): _____ (_____)

Address: _____

- Our school has joined the Scheme in the first round in response to EDB Circular Memorandum No.102/2017 and the relevant information is updated below:
- Our school wishes to apply for the above Scheme in the second round and the relevant hiring information of our school is given below:

Facilities and Number [Note 1]	Area (m ²)	Amenities and Number (such as ball courts, space set aside for table tennis, etc.)	Utilities (such as air-conditioning, lighting, etc.)	Hiring Charge (per session) [Note 2] (\$)	Available Dates [Note 3] (from/to) (excluding public holidays and dates with scheduled school events)	Available Time (from/to)
<i>e.g.</i> <input checked="" type="checkbox"/> Open Playground (1)	About 550	<i>A multipurpose court with marking lines which can be used as basketball court with basketball rims or volleyball court with volleyball net (1)</i>	<i>Without lighting</i>	<i>1,010</i>	(1) <i>17/3/2018 to 9/6/2018 Every Saturday except 31/3/2018;</i>	<i>10:30 am to 12:30 pm and 3:30 pm to 5:30 pm</i>
<input checked="" type="checkbox"/> Covered Playground (1)	About 600	<i>Table tennis tables (2)</i>	<i>With lighting</i>	<i>1,050</i>	(2) <i>28/3/2018 to 8/4/2018 and (3) 21/7/2018 to 25/8/2018 Every Saturday and Sunday except 5/8/2018</i>	
<input type="checkbox"/> School Hall						
<input type="checkbox"/> Activity Room						
<input type="checkbox"/> Covered Playground						
<input type="checkbox"/> Open Playground						
<input type="checkbox"/> Others (e.g. sports ground, classroom, soccer pitch) _____						

Signature of Principal: _____

Name of Principal: _____

Contact Person (Position Held): _____ (_____)

Phone No. / Fax No.: _____ / _____

Email of Contact Person: _____

Date: _____

School Chop

Note 1: Please put a ✓ in the appropriate box for the facilities available for hire and fill in the relevant information. Use separate sheets if required.

Note 2: Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 on hire of accommodation as well as the Guidelines for Levying Charges and the Schedule of Recommended Charges for Hire of Accommodation in Government Schools and Aided Schools.

Note 3: Please ensure to make up a total of at least 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme during weekends, school holidays and/or weekdays after school hours. The minimum duration per session is one hour.

**List of Sports Associations
(Second Round Application for the 2017/18 School Year)
(As at 27 November 2017)**

National Sports Associations¹

1. Hong Kong Triathlon Association Limited
2. Hong Kong Lawn Bowls Association
3. Hong Kong Boxing Association Limited
4. The Karatedo Federation of Hong Kong, China Limited
5. Hong Kong Fencing Association
6. Hong Kong Equestrian Federation
7. The Judo Association of Hong Kong, China
8. China Hong Kong Mountaineering and Climbing Union Limited
9. Hong Kong Badminton Association Limited
10. Hong Kong Sports Association of the Deaf Company Limited
11. Hong Kong Paralympic Committee & Sports Association for the Physically Disabled
12. Hong Kong Shooting Association
13. Hong Kong Sports Association for Persons with Intellectual Disability
14. Hong Kong Amateur Athletic Association Limited
15. Hong Kong Kart Club Limited
16. Hong Kong Muay-Thai Association Limited
17. The Gymnastics Association of Hong Kong, China
18. Hong Kong Kendo Association Limited
19. Hong Kong Skating Union Limited
20. Hong Kong China Bodybuilding and Fitness Association
21. Hong Kong Squash
22. Hong Kong Tenpin Bowling Congress Limited
23. Hong Kong Weightlifting and Powerlifting Association
24. Hong Kong Archery Association
25. The Cycling Association of Hong Kong, China Limited
26. The Hong Kong Schools Sports Federation

¹ Refers to “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China and are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department.

27. The University Sports Federation of Hong Kong, China
28. Hong Kong Taekwondo Association Limited
29. Hong Kong Golf Association Limited
30. Orienteering Association of Hong Kong Limited
31. The Hong Kong Table Tennis Association Limited
32. Hong Kong Federation of Roller Sports Limited
33. Hong Kong Billiard Sports Control Council Company Limited
34. Hong Kong DanceSport Association Limited
35. The Hong Kong Tennis Association Limited
36. Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited
37. Hong Kong Shuttlecock Association Limited
38. Hong Kong Wushu Union Limited
39. Handball Association of Hong Kong, China Limited
40. Hong Kong Softball Association
41. Hong Kong Amateur Swimming Association
42. Hong Kong Water Ski Association Limited
43. Hong Kong China Dragon Boat Association
44. Hong Kong Rugby Union
45. Volleyball Association of Hong Kong, China Limited
46. The Hong Kong Baseball Association Limited
47. Hong Kong Basketball Association
48. Hong Kong Cricket Association
49. Hong Kong Canoe Union Limited
50. Hong Kong Sailing Federation
51. The Hong Kong Hockey Association
52. Windsurfing Association of Hong Kong
53. The Hong Kong Football Association Limited
54. The Hong Kong Life Saving Society
55. Hong Kong Underwater Association Limited
56. Hong Kong Ice Hockey Association Limited
57. Hong Kong Netball Association Limited
58. Hong Kong, China Rowing Association
59. Hong Kong, China Gateball Association Co. Limited
60. Hong Kong China Korfball Association

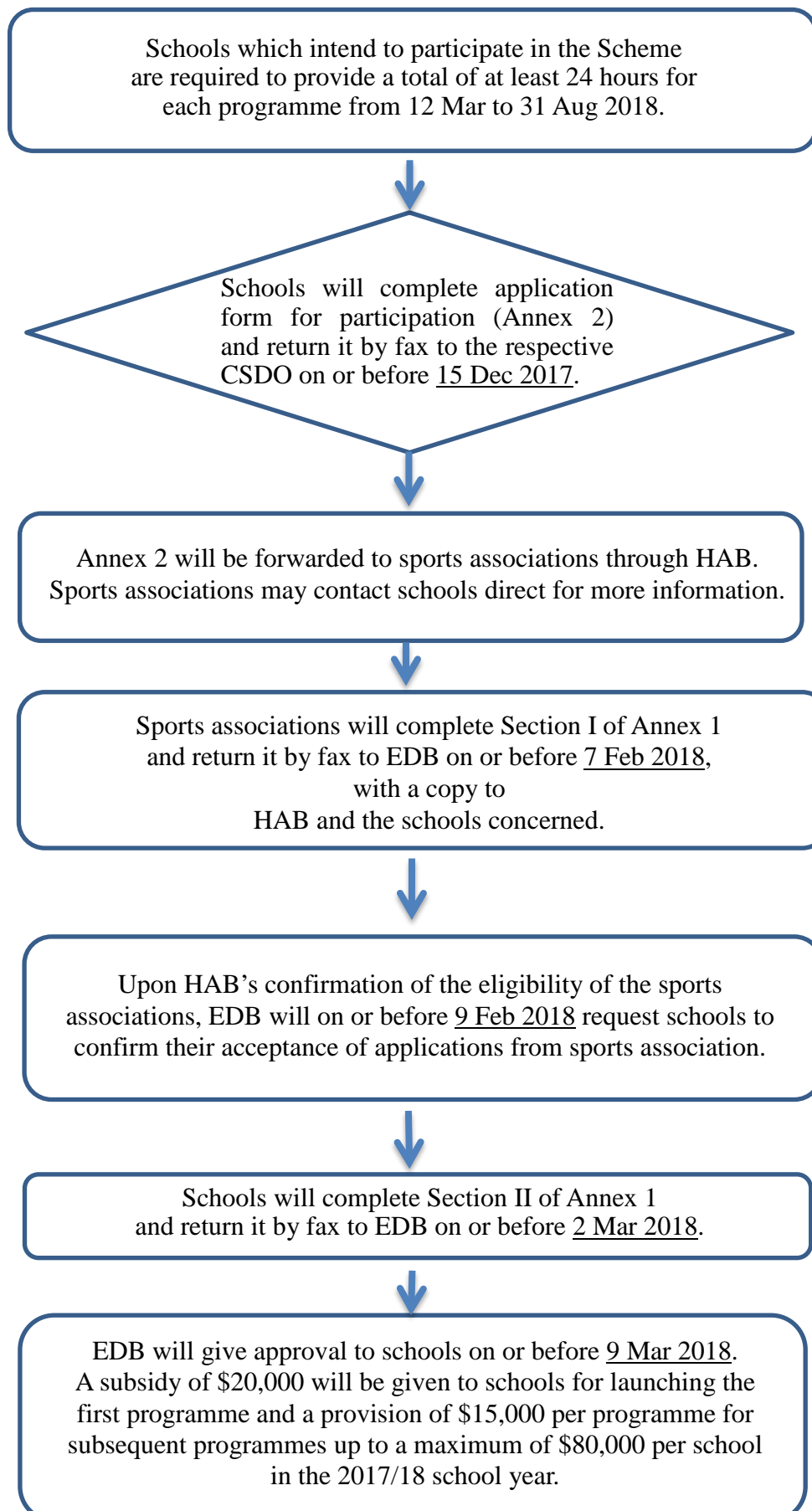
District Sports Associations

1. The Central and Western District Recreation and Sports Association
2. Eastern District Recreation and Sports Advancement Association Limited
3. Islands District Sports Association
4. Southern District Recreation and Sports Association Limited
5. Wan Chai District Arts, Cultural, Recreational and Sports Association Limited
6. Wanchai Sports Federation Limited
7. Kowloon City District Recreation and Sports Council Limited
8. Kwun Tong Sports Promotion Association Limited
9. Sai Kung District Sports Association Limited
10. Sham Shui Po Sports Association Limited
11. Wong Tai Sin District Recreation and Sports Council
12. Yaumatei and Tsimshatsui Recreation and Sports Association Limited
13. Mong Kok District Cultural, Recreational and Sports Association Limited
14. North District Sports Association
15. Sha Tin Sports Association Limited
16. Tai Po Sports Association Limited
17. Kwai Tsing District Sports Association Limited
18. The Federation of Tsuen Wan District Sports and Recreation Association Limited
19. Tuen Mun Sports Association Limited
20. Yuen Long District Sports Association Limited

Sports Organisations provided by HAB

1. Hong Kong Rope Skipping Association, China

**Opening up School Facilities
for Promotion of Sports Development Scheme
(Second Round Application for the 2017/18 School Year)
Workflow**



**Opening up School Facilities
for Promotion of Sports Development Scheme
(Second Round Application for the 2017/18 School Year)**

Subsidy to School

With approval for hiring school facilities given by EDB, the participating schools will receive a subsidy to support hiring out their facilities to sports associations to hold sports activities. The subsidy is \$20,000 for the first programme^{Note} organised by the sports association in the 2017/18 school year and an additional \$15,000 per programme will be given to schools for the second programme onwards. The subsidy is capped at \$80,000 per school for each school year. Details of the subsidy are as follows:

Number of sports programme	Total amount of subsidy to be received by the school
1 programme	\$20,000
2 programmes	\$35,000
3 programmes	\$50,000
4 programmes	\$65,000
5 programmes	\$80,000

Note: At least a total of 24 hours (e.g. 12 two-hour, 8 three-hour or 3 eight-hour continuous sessions) for each programme from 12 March to 31 August 2018. The minimum duration per session is one hour.

Payment Arrangement

The subsidy will be provided to government schools in the form of budget allocation in October and April each school year. For aided and caput schools, the subsidy will be paid to the EDB Subsidy Payment Account in October and April each school year.

Accounting Arrangement

Schools are required to keep a separate ledger account for the subsidy to record all allocation/income and expenditure chargeable to the subsidy. Relevant expenses incurred in employing staff (e.g. salaries, Mandatory Provident Fund etc.) should be met by the subsidy and no additional subsidy would be provided to cover such expenses. Any deficit should not be charged to government funds. Unspent balance of the allocation for government schools will lapse by the end of each financial year. For aided and caput schools, unspent balance of the subsidy in the ledger account as at 31 August each year will be clawed back based on schools' annual audited accounts.