Opening up School Facilities
for Promotion of Sports Development Scheme
(2021/22 School Year)

Summary
This circular memorandum serves to invite applications from public sector schools (government, aided and caput schools) and schools under the Direct Subsidy Scheme (DSS) to participate in the “Opening up School Facilities for Promotion of Sports Development Scheme” (the Scheme) in the 2021/22 school year, which is jointly implemented by the Education Bureau (EDB) and the Home Affairs Bureau (HAB).

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. According to the Policy Address announced in January 2017, 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 and HAB jointly launched the Scheme in the 2017/18 school year to encourage public sector schools to open up school facilities for sports organisations to hold sports programmes. The Scheme has been well received by participating schools and sports organisations since its launch. Various enhancement measures have been implemented since the 2018/19 school year, which include extending the Scheme to DSS schools; increasing the subsidy rates for schools; allowing non-profit organisations with track records of running sports programmes in schools and the community
to participate in the Scheme on a pilot basis; and inviting participating schools to apply for subsidies under the Sir David Trench Fund to set up or improve sports facilities of the schools concerned to further promote sports development at the community level.

Details

4. Under the Scheme, schools are strongly encouraged to open up their facilities (such as school hall, activity room, open and/or covered playground with ball courts, sports ground, classroom and soccer pitch) as far as possible for sports organisations to hold sports programmes during weekends, school holidays and/or after school hours from 1 September 2021 to 31 August 2022. Within the aforesaid period, participating schools should open up the facilities concerned for 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. Participating schools may also provide more than one facility for the sports organisations to hold separate programme(s) during the same time slots and/or at different time slots. The facilities made available for hire must be safe and in good condition.

5. To encourage schools to cultivate a sporting culture in a whole school approach, sports organisations offering programmes under the Scheme 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 meet the technical requirement(s) (if any) of the sports programme. This arrangement enables schools to enhance students’ participation in sports and would optimise the use of resources for the promotion of sports development.

6. “National sports associations” (NSAs) (including relevant affiliated club members), “district sports associations” (DSAs) and other sports organisations provided by HAB eligible for the Scheme are set out at Annex 3. These sports organisations are required to observe the conditions of use of school facilities and make necessary arrangements to protect schools against any claims, losses or damages which may be incurred due to hirers’ act of negligence. For details of the conditions of use of school facilities, please refer to Part C of Section I at Annex 1.

¹ The minimum duration of each session is one hour.
Application Procedures

7. Schools which intend to participate in the Scheme should complete the form “Application for Participation” at Annex 2 and return the duly completed form to their respective Chief School Development Officer on or before 9 July 2021. Schools which have submitted application for participation in the Scheme in the 2020/21 school year or before, and would like to continue participating in the Scheme in the 2021/22 school year, are still required to submit a fresh application for the school year by completing Annex 2 and return it to EDB in the same manner. A consolidated list of school facilities available for hire will be forwarded to eligible sports organisations, through HAB, before 16 July 2021 for their consideration whether to apply for use of the school facilities available. Sports organisations may consider filing an application according to the information and liaise directly with the schools concerned.

8. We encourage NSAs, their affiliated club members, DSAs, sports organisations provided by HAB, and organisations fulfilling the eligibility criteria listed in Annex 3 which are interested in hiring school facilities from participating schools to contact the schools direct for more information. Schools may also discuss with the sports organisations about the intended use of the required facilities, time slots available and details of the programmes planned.

9. Interested sports organisations should submit the form “Application for Hiring of School Facilities by Sports Organisation” (Section I of Annex 1) to EDB, with a copy to HAB and the schools concerned, on or before 6 August 2021. Upon HAB’s confirmation on the eligibility of the sports organisations, EDB will inform the schools concerned of the results on or before 10 August 2021. Participating schools reserve the right and discretion on whether or not to accept the application from the sports organisations. Schools are requested to confirm their acceptance of the applications by completing Section II of Annex 1 and return it to EDB on or before 17 August 2021. HAB will subsequently notify the sports organisations of the application results. The workflow for processing applications under the Scheme in the 2021/22 school year is at Annex 4.

Subsidies Arrangement

10. With approval for hiring school facilities given by EDB on or before 24 August 2021, participating schools will be given a subsidy of $30,000 for launching the first programme and
$20,000 for each subsequent programme (if any), up to a maximum of $130,000 per school in the 2021/22 school year (i.e. a maximum of 6 programmes will be subsidised). The subsidies can be used for hiring extra manpower, strengthening security measures, defraying additional utility costs, replacing or acquiring equipment/ appliances needed, carrying out urgent minor repair works, etc. in relation to the approved sports programmes.

11. To ensure proper and prudent use of the subsidies, sports organisations are required to confirm with HAB before 30 June 2022 on the actual number of programmes organised in the 2021/22 school year before final payment of subsidies is released to participating schools. Details of the subsidy are provided at Annex 5.

Main Fund of the Sir David Trench Fund for Recreation

12. To further promote sports in the community and to encourage schools in joining the Scheme, schools which have successfully hired out their facilities to sports organisations under the Scheme will be eligible to apply for subsidies under the two categories of the Sir David Trench Fund for Recreation (Main Fund) for 2021-22, namely (i) Capital Works Project and (ii) Special Project. The Capital Works Project provides a grant up to $0.7 million for schools to build new sports facilities; while the Special Project will provide a grant ranging from $0.7 to $4 million for schools to carry out minor works for the construction and improvement of their sports facilities, as well as to purchase sports equipment. Interested schools should submit their completed applications, together with the supporting documents, to the Secretariat of the Fund direct before 31 August 2021. Each school is only allowed to submit an application for either funding category per school year. Depending on the application results, successful applicants must enlist the facilities subsidised by the Fund to be open up under the Scheme for three consecutive years upon completion of works. The arrangement fosters the collaboration between the schools and the community, with a view to promoting sports in the community. Application results will be announced by December 2021. Schools may download the funding guidelines and application form of the Sir David Trench Fund for Recreation (Main Fund) from the links below.

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2. Schools are required to verify and duly sign the “Programme Report” prepared by the sports organisations by 30 June 2022 to confirm the number of programme(s) held and the respective number of hours completed under each programme. HAB will provide the sports organisations with template of the Programme Report in due course.
13. On levying charges for hire of accommodation in respect of the programmes run by sports organisations under the Scheme, participating schools are strongly advised to adopt the reduced rates as specified in the respective Guidelines for Levying Charges for Hire of Accommodation in aided schools and government schools issued by EDB or concessionary rates according to school-based policy for DSS and caput schools, so as to make the charges more affordable to the non-profit making sports organisations and to demonstrate schools’ support in promoting sports at the community level. If circumstances warrant, aided, caput and DSS schools may also waive the charge altogether. Please refer to the EDB Internal Circular No. 6/2005 and EDB Circular No. 5/2011 respectively and the Guidelines for Levying Charges posted on EDB homepage at [https://www.edb.gov.hk/en/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html](https://www.edb.gov.hk/en/student-parents/sch-info/fees-charges-in-sch/aided-sch/index.html).

Enquiry

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

MK CHENG
for Secretary for Education

c.c. Heads of Sections – for information
Annex 1

Opening up School Facilities for Promotion of Sports Development Scheme
Application for Hiring of School Facilities by Sports Organisation
(2021/22 School Year)

Section I (To be completed by the applicant sports organisation)

Please return this form by fax to Education Bureau (EDB) on or before 6 August 2021, with a copy to (i) Home Affairs Bureau (HAB) and (ii) the school in Part B.

To: School Administration 1 Section, EDB Fax no.: 2572 5402
cc: Recreation and Sport Branch, HAB Fax no.: 2519 7404

The school in Part B

Part A: Information of the Sports Organisation

Name of Organisation:

Status of the Organisation as at the date of this application: * “national sports association” (NSA) / affiliated club member of the NSA / district sports association / other sports organisation provided by HAB / other eligible organisations

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 Organisation verified as ___________________________

Signature: ___________________________ Date: ___________________________

Part B: School Facilities Required

Name of School (District): ___________________________

Address: __________________________________________________________________

<table>
<thead>
<tr>
<th>Facilities &amp; number</th>
<th>Name of sports programme(s), content &amp; target participants</th>
<th>Proposed dates</th>
<th>Proposed time &amp; duration of each session</th>
<th>Total no. of sessions and total hours</th>
<th>Estimated no. of officials and participants using the facility each session</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Playground (1)</td>
<td>Basketball Training Course for teenagers aged 12 to 14</td>
<td>8/10/2021 (Fri) 8/10/2021 (Fri) 15/10/2021 (Fri) 22/10/2021 (Fri) 29/10/2021 (Fri) 5/11/2021 (Fri) 12/11/2021 (Fri)</td>
<td>5:00pm to 7:00pm (2 hours)</td>
<td>12 (24 hours)</td>
<td>Total: 25 Officials: 5 Participants: 20</td>
</tr>
<tr>
<td>Facilities &amp; number</td>
<td>Name of sports programme(s), content &amp; target participants</td>
<td>Proposed dates</td>
<td>Proposed time &amp; duration of each session</td>
<td>Total no. of sessions and total hours</td>
<td>Estimated no. of officials and participants using the facility each session</td>
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</tbody>
</table>

1. Refers to (a) “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China as at May 2021, including NSAs which 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” specified at Annex 3; (d) other sports organisations provided by HAB specified at Annex 3 and (e) other eligible organisations.

2. An affiliated club member of NSA should provide the information issued by the respective NSA regarding the validity of its affiliation to the NSA concerned.

3. Relevant eligibility criteria are specified in Annex 3.

4. 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 Application is Approved)**

1. The hired facilities shall only be used for the designated programme(s) 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 organisation shall take appropriate action to safeguard the health and safety of all users.

3. In the event of the COVID-19 pandemic, sports organisations must abide by the infection control and social distancing measures promulgated by the Government when they organise sports programmes under the Scheme.

4. The sports organisation shall be a non-profit making organisation and shall not use the school facilities for holding sports programme for profiteering. The primary purpose of programmes organised under the Scheme should be to promote sports development.

5. All users must leave the school at the end of each session specified in Part B.

6. Eating and drinking shall not be permitted inside the activity areas. Smoking is strictly prohibited in school.

7. 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).

8. If a confirmed session has to be cancelled by the school owing to inclement weather or other circumstances in accordance with Condition 7, the sports organisation 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.

9. The sports organisation undertakes to reserve one-fourth of places in each sports programme for priority enrolment of students, teachers and/or parents of the school who have met the technical requirement(s), if any, of the sports programme.

10. The sports organisation shall submit a programme report to HAB for each programme organised under the Scheme within two months after the end of the programme.

11. The sports organisation shall confirm with HAB the actual number of sports programmes organised and the respective number of hours completed in each of the programmes by submitting the “Programme Report” that is verified and duly signed by the partnering school before 30 June 2022. The HAB will provide a template of the Programme Report to the sports organisations via email in due course. The sports organisation shall report to EDB and HAB as soon as possible in case the sports programme(s) are cancelled.

12. The sports organisation 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.

13. The sports organisation shall take out adequate insurance policy for programmes organised under the Scheme including third party liability insurance. The sports organisation shall also purchase a third party liability insurance of a specified amount with the respective school as insured party as appropriate and make a copy of the insurance policy to school for record.

14. The sports organisation 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 organisation or any person so authorised by it due to the negligence on the part of sports organisation or on the part of such authorised person.

15. The sports organisation shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The sports organisation shall not expressly or by implication make reference to the school in any publicity materials without prior permission of the school.

16. The sports organisation 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.

17. The school reserves the right to reject or cancel the hiring of facility by giving reasonable prior notice to the sports organisation 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.

18. The school may refuse the sports organisation from using the facilities if the sports organisation does not observe the Conditions of Use in Part C.
Part D: Declaration

I, on behalf of ________________________________ (Name of the sports organisation), 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 this form by fax to Education Bureau (EDB), with a copy to Home Affairs Bureau (HAB) on or before **17 August 2021**.

To: School Administration 1 Section, EDB  Fax no.: 2572 5402
cc: Recreation and Sport Branch, HAB  Fax no.: 2519 7404

I, on behalf of ____________________________ (Name of the school), confirm acceptance / rejection* of the application of ____________________________ (Name of the sports organisation) for the use of school facilities as specified in Part B of Section I [Please specify the reason(s) for rejection (e.g. clashed with school activities etc.): ____________________________ ]

* Please delete as appropriate

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Name of programme(s) &amp; target participants</th>
<th>Facilities &amp; number</th>
<th>Dates</th>
<th>Time &amp; duration of each session (a)</th>
<th>No. of sessions (b)</th>
<th>Duration of programme C=(a)x(b)</th>
<th>Total Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><em>Basketball Training Course for teenagers aged 12 to 14</em></td>
<td>Playground (1)</td>
<td>8/10/2021 (Fri) 15/10/2021 (Fri) 21/10/2021 (Fri) 22/10/2021 (Fri) 29/10/2021 (Fri) 5/11/2021 (Fri) 12/11/2021 (Fri)</td>
<td>5:00pm to 7:00pm (2 hours)</td>
<td>12</td>
<td>24 hours</td>
<td>$315 (per 2-hour session) x 12 = $3,780</td>
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</tr>
</tbody>
</table>

Signature of School Representative: ____________________________

Name of School Representative: ____________________________

Date: ____________________________

For official use of HAB:

Applicant sports organisation has been informed of the result.

Name/Position of officer: ____________________________

Signature: ____________________________

Date: ____________________________
# Opening up School Facilities for Promotion of Sports Development Scheme Application for Participation (2021/22 School Year)

To: Chief School Development Officer (Please fill in the name of district)  
(Please return by fax on or before 9 July 2021 to the Education Bureau)

Name of School (District): ________________________________  
Address: ____________________________________________

## Section I

Our school wishes to apply for the above Scheme in the 2021/22 school year and the relevant hiring information of our school is given below:

<table>
<thead>
<tr>
<th>Facilities and Number [Note 1]</th>
<th>Area (m²)</th>
<th>Amenities and Number (such as ball courts, space set aside for table tennis, etc.)</th>
<th>Utilities (such as air-conditioning, lighting, etc.)</th>
<th>Hiring Charge per session (please specify the duration of each session) [Note 2] ($)</th>
<th>Available Dates [Note 3] (from/to) (excluding public holidays and dates with scheduled school events)</th>
<th>Available Time (from/to)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open Playground (1)</strong></td>
<td>About 550</td>
<td>A multipurpose court with marking lines which can be used as basketball court with basketball rims or volleyball court with volleyball net (1)</td>
<td>Without lighting</td>
<td>315 per 2-hour session (1) 2/10/2021 to 18/12/2021 Every Saturday except 11/12/2021;</td>
<td>10:30 am to 12:30 pm and 3:30 pm to 5:30 pm</td>
<td></td>
</tr>
<tr>
<td><strong>Covered Playground (1)</strong></td>
<td>About 600</td>
<td>Table tennis tables (2) With lighting</td>
<td>320.5 per 2-hour session (2) 11/4/2022 to 22/4/2022 and (3) 2/7/2022 to 21/8/2022 Every Saturday and Sunday except 9/7/2022</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- School Hall
- Activity Room
- Covered Playground
- Open Playground
- Others (e.g., sports ground, classroom, soccer pitch)

Signature of Principal: ________________________________  
Name of Principal: ____________________________________  
Contact Person (Position Held): ________________________  
Phone No. [Note 4]: ___________________________________  
Fax No.: ____________________________________________  
Email of Contact Person: ______________________________

Date: _____________________________

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**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 Levy Charges and the Schedule of Recommended Charges for Hire of Accommodation in Government Schools and Aided Schools.

**Note 3:** Please ensure to open up related facilities to the sports organisations for 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.

**Note 4:** Please provide a contact that is reachable during the application period for sports organisations (i.e., 16 July 2021 - 6 August 2021) to ensure sports organisations could reach the schools' representatives direct during the summer vacation.
Section II (To be completed by School Administration 1 Section of EDB)

To: ________________________________ (School in Section I)

With verification of the eligibility of the sports organisation by Home Affairs Bureau, approval is given for your school to hire out the facilities to the sports organisation specified below. Please refer to the table below for details on the programme and the total amount of subsidy to be received by your school.

<table>
<thead>
<tr>
<th>Name of sports organisation</th>
<th>Type of sports</th>
<th>Number of Programmes</th>
<th>Total amount of subsidy</th>
<th>Remarks</th>
</tr>
</thead>
</table>

Signature of EDB Representative: ____________________________

Name of EDB Representative: ____________________________

Date: ____________________________

Official chop of EDB

C.c. Senior Treasury Accountant (Financial Services)
    Senior Treasury Accountant (Management Services)
Annex 3

List of Eligible Organisations

(2021/22 School Year)

(As at May 2021)

National Sports Associations

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 Paralympic Committee & Sports Association for the Physically Disabled
11. Hong Kong Shooting Association
12. Hong Kong Sports Association for Persons with Intellectual Disability
13. Hong Kong Association of Athletics Affiliates Limited
14. Hong Kong Kart Club Limited
15. Hong Kong Muay-Thai Association Limited
16. The Gymnastics Association of Hong Kong, China
17. Hong Kong Kendo Association Limited
18. Hong Kong Skating Union Limited
19. Hong Kong China Bodybuilding and Fitness Association
20. Hong Kong Squash
21. Hong Kong Tenpin Bowling Congress Limited
22. Hong Kong Weightlifting and Powerlifting Association
23. Hong Kong Archery Association
24. The Cycling Association of Hong Kong, China Limited
25. The Hong Kong Schools Sports Federation
26. The University Sports Federation of Hong Kong, China
27. Hong Kong Taekwondo Association Limited

1 Refers to “national sports associations” (NSAs) recognised by the Sports Federation & Olympic Committee of Hong Kong, China as at May 2021, including the NSAs which are receiving subvention under the Sports Subvention Scheme administered by the Leisure and Cultural Services Department.
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>28</td>
<td>Hong Kong Golf Association Limited</td>
</tr>
<tr>
<td>29</td>
<td>Orienteering Association of Hong Kong Limited</td>
</tr>
<tr>
<td>30</td>
<td>The Hong Kong Table Tennis Association Limited</td>
</tr>
<tr>
<td>31</td>
<td>Hong Kong Federation of Roller Sports Limited</td>
</tr>
<tr>
<td>32</td>
<td>Hong Kong Billiard Sports Control Council Company Limited</td>
</tr>
<tr>
<td>33</td>
<td>Hong Kong Dance Sport Association Limited</td>
</tr>
<tr>
<td>34</td>
<td>The Hong Kong Tennis Association Limited</td>
</tr>
<tr>
<td>35</td>
<td>Hong Kong Chinese Martial Arts Dragon and Lion Dance Association Limited</td>
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<tr>
<td>36</td>
<td>Hong Kong Shuttlecock Association Limited</td>
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<tr>
<td>37</td>
<td>Hong Kong Wushu Union Limited</td>
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<tr>
<td>38</td>
<td>Handball Association of Hong Kong, China Limited</td>
</tr>
<tr>
<td>39</td>
<td>Hong Kong Softball Association</td>
</tr>
<tr>
<td>40</td>
<td>Hong Kong Amateur Swimming Association</td>
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<tr>
<td>41</td>
<td>Hong Kong Water Ski Association Limited</td>
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<tr>
<td>42</td>
<td>Hong Kong China Dragon Boat Association</td>
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<tr>
<td>43</td>
<td>Hong Kong Rugby Union</td>
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<tr>
<td>44</td>
<td>Volleyball Association of Hong Kong, China Limited</td>
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<tr>
<td>45</td>
<td>The Hong Kong Baseball Association Limited</td>
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<tr>
<td>46</td>
<td>Hong Kong Basketball Association</td>
</tr>
<tr>
<td>47</td>
<td>Cricket Hong Kong Limited</td>
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<td>48</td>
<td>Hong Kong Canoe Union Limited</td>
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<td>49</td>
<td>Hong Kong Sailing Federation</td>
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<tr>
<td>50</td>
<td>The Hong Kong Hockey Association</td>
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<tr>
<td>51</td>
<td>Windsurfing Association of Hong Kong</td>
</tr>
<tr>
<td>52</td>
<td>The Hong Kong Football Association Limited</td>
</tr>
<tr>
<td>53</td>
<td>The Hong Kong Life Saving Society</td>
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<tr>
<td>54</td>
<td>Hong Kong Underwater Association Limited</td>
</tr>
<tr>
<td>55</td>
<td>Hong Kong Ice Hockey Association Limited</td>
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<td>56</td>
<td>Hong Kong Netball Association Limited</td>
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<tr>
<td>57</td>
<td>Hong Kong, China Rowing Association</td>
</tr>
<tr>
<td>58</td>
<td>Hong Kong, China Gateball Association Co. Limited</td>
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<tr>
<td>59</td>
<td>Hong Kong China Korfball Association</td>
</tr>
<tr>
<td>60</td>
<td>Victoria Recreation Club</td>
</tr>
<tr>
<td>61</td>
<td>South China Athletic Association</td>
</tr>
<tr>
<td>62</td>
<td>Chinese Young Men’s Association of Hong Kong</td>
</tr>
<tr>
<td>63</td>
<td>Hong Kong Minature Football Association Limited</td>
</tr>
</tbody>
</table>
64. Hong Kong Little League Limited
65. Hong Kong Chinese Chess Association
66. The Hong Kong Society for the Deaf
67. Hong Kong Go Association Limited
68. Hong Kong Contract Bridge Association Limited
69. Physical Fitness Association of Hong Kong, China Limited
70. Hong Kong Association of Sports Medicine and Sports Science Limited
71. Hong Kong Paragliding Association
72. Hong Kong Aviation Club Limited
73. Hong Kong Ultimate Players Association
74. Ski Association of Hong Kong, China Limited
75. Hong Kong Woodball Association Limited
76. Health Qigong Association of Hong Kong, China Limited
77. Hong Kong Tug of War Association
78. Hong Kong Lacrosse Association
79. Hong Kong Automobile Association
80. Cheerleading Federation of Hong Kong (China) Limited
**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
21. The New Territories Regional Sports Association
Other organisations which intend to participate in the Scheme have to fulfil the eligibility criteria below:

1. registered under the Companies or Societies Ordinance, and has Articles of Association or club constitution;
2. a non-profit-making organisation;
3a. running school sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2016/17 school year) in at least 5 schools (not necessarily the same school) with at least 5,000 participants in total each year; OR
3b. running territory-wide sports programmes in 3 consecutive years within the recent 5 years (i.e. since 2016) with a total of 10,000 participants each year, including programmes in 2 schools with at least 1,000 participants in total each year; AND
4. able to provide supporting letter(s) or written recommendation from partnering schools to demonstrate the applicant organisation’s ability to run sports programmes in schools satisfactorily.

Note: This list of eligible sports organisations is not exhaustive (e.g. affiliated club members of NSAs are not listed here) and will be updated from time to time by HAB. Affiliated club members of NSAs must provide proofs of their status, e.g. letter(s) issued by NSAs to indicate their validity of affiliation, to be eligible for the Scheme.
Annex 4

Opening up School Facilities
for Promotion of Sports Development Scheme
(2021/22 School Year)

Workflow

EDB to issue Circular Memorandum on 24 June 2021
to invite schools’ application for the Scheme for the 2021/22 school year

Schools to complete application
form (Annex 2) and return it by fax
to the respective CSDO on or before
9 July 2021

List of participating schools and facilities available will be forwarded to
sports organisations through HAB before 16 July 2021.
Sports organisations may contact schools direct for more information.

Sports organisations to complete Section I of Annex 1
and return it by fax to EDB on or before 6 August 2021,
with a copy to HAB and the schools concerned

Upon HAB’s confirmation of the eligibility of the sports organisations, EDB will
request schools to confirm acceptance of applications from sports organisations on or
before 10 August 2021.

Schools to complete Section II of Annex 1
and return it by fax to EDB on or before 17 August 2021

EDB to give approval to schools on or before 24 August 2021. A subsidy of $30,000 for
launching the first programme and $20,000 for each subsequent programme, up to a maximum of
$130,000 per school in the 2021/22 school year.

HAB to announce application results to sports organisations
concerned on or before 26 August 2021

Sports programmes organised under the Scheme in the 2021/22
school year (1 September 2021 – 31 August 2022) begin.
Opening up School Facilities for Promotion of Sports Development Scheme (2021/22 School Year)

Subsidy to Schools

With EDB’s approval for hiring school facilities under the Scheme, participating schools will receive a subsidy to support hiring out their facilities to sports organisations to hold sports programmes. The subsidy is $30,000 for the first programme and $20,000 for each subsequent programme organised by the sports organisation in the 2021/22 school year. The subsidy is capped at $130,000 per school for the 2021/22 school year (i.e. a maximum of 6 programmes will be subsidised). Details are as follows:

<table>
<thead>
<tr>
<th>Number of sports programme</th>
<th>Total amount of subsidy to be received by the school</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 programme</td>
<td>$30,000</td>
</tr>
<tr>
<td>2 programmes</td>
<td>$50,000</td>
</tr>
<tr>
<td>3 programmes</td>
<td>$70,000</td>
</tr>
<tr>
<td>4 programmes</td>
<td>$90,000</td>
</tr>
<tr>
<td>5 programmes</td>
<td>$110,000</td>
</tr>
<tr>
<td>6 or more programmes</td>
<td>$130,000</td>
</tr>
</tbody>
</table>

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. The minimum duration per session is one hour.

Disbursement Arrangement

The subsidy will be disbursed to aided, caput and DSS schools in October 2021, April and July 2022. For government schools, the subsidy will be provided in the form of budget allocation in two batches in October 2021 and April 2022. The final amount of subsidy payable to each school will be subject to the actual number of programmes successfully organised under the Scheme in the 2021/22 school year as confirmed by sports organisations with HAB by 30 June 2022. Adjustment on the amount of subsidy will be made in the final instalment, if necessary.

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 connection with the hiring of school facilities under the Scheme to sports organisations such as hiring extra manpower (including salaries, Mandatory Provident Fund etc.), strengthening security measures, defraying additional utility costs, replacing or acquiring
equipment/appliances needed, carrying out urgent minor repair works, etc. should be met by
the subsidy and no additional subsidy would be provided to cover such expenses. Please note
that only expenses incurred on the hiring of school facilities under the Scheme to sports
organisations could be charged to the subsidy account. Any deficit should not be charged to
government funds. For government schools, expenditure should be charged to the user code
assigned and the expenditure in a financial year could not exceed the allocation in that year.
Unspent balance of the allocation for government schools will lapse at the end of the 2021/22
school year. For aided, caput and DSS 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. Transfer of funds out of this subsidy is not allowed.