

# School Sports Programme Coordinator Scheme (2015/16 - 2017/18 School Year) - Prospectus and Application Forms -

1. **Objectives** : (a) To provide students with more opportunities to participate in sports so as to promote a sporting culture in schools;  
(b) To raise the level of sports in schools and identify students with sports potential; and  
(c) To provide retired athletes with an on-the-job training platform for further career development.
2. **Organisers** : The Home Affairs Bureau and the Leisure and Cultural Services Department (LCSD)
3. **Co-organisers** : The Education Bureau and the Hong Kong Sports Institute (HKSI)
4. **Duration** : Three years (1 September 2015 - 31 August 2018)
5. **Details of the Scheme** : Each participating school will be granted a maximum subvention of \$350,000 per annum (a total of \$1.05 million over three years) from the Arts and Sport Development Fund to organise sports activities for its students with a view to fostering a strong sporting culture in the school, and to employ a retired athlete as its School Sports Programme Coordinator (Coordinator) to perform related work. The Coordinators will be given on-the-job training and paid according to the following scale:

Type of Coordinator	Monthly Salary (HK\$) (salary is commensurate with the length of service)		
	First Year	Second Year	Third Year
(a) New recruit	16,000	17,000	18,000
(b) Serving Coordinator	18,000	19,000	20,000

6. **Eligibility** : School - Local government and aided secondary schools  
Coordinator - Retired athletes with secondary education level, who have received training at least two years under Hong Kong National Team, and have represented Hong Kong to participate in international competitions
7. **Quota** : School - 18  
Coordinator - 18

8. **Responsibilities** : **Participating schools** -  
They shall be **responsible for provision of training for the Coordinators**, and shall each appoint at least one teacher to be the Coordinator's mentor. The schools should help the Coordinators settle in and perform their routine duties, and provide them with the necessary guidance. They should also allow the Coordinators to attend on-the-job training and work flexible hours so as to tie in with the study need of the Coordinators thereby assisting them to acquire higher academic qualifications and pursue a career. **The organisers reserve the right to suspend the granting of subvention to schools which fail to discharge such training responsibilities (including the provision of support as specified in 11(b) below).**

**Coordinators** –

They shall be responsible for organising and implementing the sport schemes proposed by the schools under this Scheme so as to foster a strong sporting culture in the schools; and assisting the schools in their participation in the activities under the LCSD's School Sports Programme.

9. **Pairing of Schools and Athletes** : Participating schools should arrange for interview with recommended retired athletes for selecting suitable Coordinators. The organisers will make arrangements for pairing if necessary.

10. **Application** : **School-**  
Completed **application form for school** should be sent to Executive Officer (Sports Development), 1/F, Leisure and Cultural Services Headquarters, 1-3 Pau Tau Street, Sha Tin, New Territories **by 17 April 2015** by post, in person or by fax (fax no.: 2684 9076). **Late applications may not be considered.**

**Coordinator-**

Completed **application form for School Sports Programme Coordinator** should be sent to the Athlete Affairs Department, 4/F, Hong Kong Sports Institute, 25 Yuen Wo Road, Sha Tin, New Territories **by 4 May 2015** by post, in person or by fax (fax no.: 2605 0618). **Late applications may not be considered.**

11. **Selection of Schools for Participation in the Scheme** : Selection is by ballot. In order to be eligible for the ballot, schools must comply with the following requirements:
- (a) The sports activities proposed (see Item 4 of the application form) must be in line with the objectives of the Scheme;
  - (b) measures shall be put forth to provide Coordinators with on-the-job support and assistance in career development (please specify such measures in Item 5 of the application form); and
  - (c) plans shall be devised to sustain the sporting culture in

campus after the Scheme ends (please specify such plans in Item 6 of the application form).

The ballot will be held on **15 May 2015 (Friday) at 5:00 pm** in Room 116, 1/F, Leisure and Cultural Services Headquarters. Representatives from school applicants are welcome to attend. Only successful school applicants will be informed of the outcome of the ballot. Unsuccessful school applicants will not be notified.

12. **Briefing Session** : A briefing session will be held on **20 March 2015 (Friday) at 3:00 pm** in Lecture Theatre, L1, Hong Kong Sports Institute Main Building, 25 Yuen Wo Road, Sha Tin. Principals and teachers of interested schools as well as retired athletes are welcome to attend to learn more about the Scheme and related matters. School principals/teachers/retired athletes who wish to attend should complete the attached reply slip and send it to the School Sports Programme Unit of the LCSD by **17 March 2015** by fax (fax no.: 2684 9076).
13. **Enquiries** : School applicant - 2601 7619 (Mr TSANG, LCSD)  
Coordinator applicant - 2681 6529 (Ms CHEUNG, HKSI)
14. **Website** : <http://www.lcsd.gov.hk/en/ssp/index.html>