

**Use of Sports Facilities of  
the Leisure and Cultural Services Department and the Housing Department  
by Schools for the 2023/24 School Year**

**Frequently Asked Questions (FAQs)**

**Application for the advance booking of the Leisure and Cultural Services Department (LCSD) and the Housing Department (HD) sports facilities**

**1. Q : Where can I download the form(s) for the advance booking of the LCSD and the HD sports facilities?**

A : The Education Bureau (EDB) issues a circular memorandum (CM) in March each year to inform schools of the booking details of the LCSD and the HD sports facilities. The related CM for the 2023/24 school year was issued on 1 March 2023. Schools may download the relevant advance booking information and form(s) through the hyperlinks embedded in the CM or the websites of the LCSD and the HD.

- EDB CM:

EDB website ([www.edb.gov.hk](http://www.edb.gov.hk)) > “About EDB” > “Circulars” > Search circular no. “26/2023” in the “Circular Number” box > Click the hyperlink.

- LCSD website:

<https://www.lcsd.gov.hk/specials/facility/documents.htm>



- HD website:

<https://www.housingauthority.gov.hk/en/common/pdf/public-housing/estate-management/property-management/recreation.pdf>



**2. Q : How can I log in to the LCSD website for the sports facilities information?**

A : You need to visit the LCSD website for booking information and to download relevant form(s) for use.

(<https://www.lcsd.gov.hk/specials/facility/documents.htm>)



**3. Q : How can I submit applications for booking of the sports facilities? When will the booking be confirmed?**

A : Schools shall submit the completed forms by post or fax to the respective sports venues/district offices of the LCSD or the estate/management offices of the HD by the deadline. Generally, the facilities booking will be confirmed in one month upon receipt of the application or deadline of the application, whichever is later. Schools can check the booking status with the venue managers where necessary.

**4. Q : How will the LCSD and the HD handle late applications?**

A : All late applications will be treated as ordinary advance bookings and processed together with other organisations and the public. Schools shall submit the application forms direct to the respective sports venues/district offices of the LCSD or the estate/management offices of the HD. Before submitting the late applications, schools can also check with the relevant offices for the availability of sports facilities.

**5. Q : Will “Through-train” schools using the same school name for their primary and secondary sections be treated as two separate school units when booking the LCSD sports facilities?**

A : Yes.

**6. Q : Are the Youth Colleges of the Vocational Training Council (VTC) eligible for the LCSD advance block-booking arrangements for schools?**

A : Yes. Since the 2011/12 school year, the Youth Colleges of the VTC are eligible for the LCSD advance block-booking arrangements for schools.

**7. Q : How will the LCSD swimming pools be allocated?**

**A : Swimming pools in Urban Area**

Schools are required to submit the completed forms to the respective LCSD swimming pool offices by the deadline. The LCSD will arrange lots-drawing and allocate the date and time slot for pool booking as follows:

Stage I – School representative will be required to decide the date(s) and time of their bookings on the spot immediately after the lots-drawing at the respective pool office.

Stage II – Stage II balloting of the remaining available pool facilities after the lots-drawing of Stage I will also be held at respective swimming pool.

**Swimming pools in New Territories Area**

No central balloting exercise will be arranged for the LCSD swimming pools in New Territories. Schools are required to submit the completed forms to the respective LCSD swimming pool offices by the deadline. If more than one school applies for the same pool at the same session, the respective pool management will liaise with the schools concerned for resolution before drawing ballots. Final results will be decided by the LCSD and the results will be made known to the schools concerned in writing.

## Safety Measures

8. Q : **Which safety guidelines shall be followed when organising athletics meets or swimming galas?**

A : Schools shall refer to the updated version of “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” for details of the organisation of athletic meets, swimming galas and other physical activities, <https://www.edb.gov.hk/en/pe/safety>.



9. Q : **Are PE teachers required to revalidate their lifesaving qualifications every 3 years for conducting swimming lessons in the LCSD swimming pools?**

A : PE teachers who conduct swimming lessons in the LCSD swimming pools during the session shall obtain a lifesaving qualification (Bronze Medallion or above) issued by the then Royal Life Saving Society (Hong Kong Branch) or the Hong Kong Life Saving Society irrespective of the issuing date.

During the session breaks, schools using the LCSD swimming pools must ensure that students are accompanied by a person with a valid Bronze Medallion Certificate or above issued by the Hong Kong Life Saving Society (HKLSS) to help look after students. For details, please refer to the “General Information on Hiring of LCSD Swimming Pools by Schools”.

10. Q : **Under what conditions shall schools cancel or postpone its activities held at the LCSD or the HD sports venues?**

A : School shall cancel or postpone their activities held at the LCSD or the HD sports venues when:

- (1) The EDB announces class suspension of school(s); or
- (2) The Hong Kong Observatory (HKO) issues Red or Black Rainstorm Warning Signal; or
- (3) The HKO issues Tropical Cyclone Warning Signal No. 3 or above; or
- (4) The Environmental Protection Department (EPD) announces the health risk of the Air Quality Health Index (AQHI) reaches ‘Serious’ level in the district where the activities are conducted (AQHI scale of 10+); or
- (5) Serious flooding in the district where the school or the venue is located; or
- (6) The HKO issues thunderstorm warning (for outdoor facilities).

In case of isolated thunderstorms issued or AQHI reaches ‘Serious’ level in the district where the activities are conducted, schools shall contact the officer(s)-in-charge of the relevant sports venues direct for updated information. School may request for reallocation, if dates available, or refund under the above circumstances.

**11. Q : Will protective gears be available for officials/helpers during athletics meets at the LCSD sports grounds?**

A : All sports grounds of the LCSD are equipped with helmets for school use. Schools may contact the officer-in-charge of the LCSD sports grounds for loaning the gears.

**Arrangement for cancellation of the allocated venue(s)**

**12. Q : How can schools inform of the cancellation of the allocated venue(s)?**

A : If the allocated session is no longer required, schools are required to notify the relevant District Leisure Manager or officer-in-charge of the LCSD sports venue 20 days in advance in writing so that the public can make use of the facilities. For any urgent cancellation, schools are required to inform the LCSD by phone followed by a letter with explanation.

**13. Q : What if the schools fail to use the sports facilities on the allocated time without prior notice?**

A : If any hiring organisations (including schools) fail to give satisfactory explanations to the LCSD for not using the booked sessions without notification to the LCSD for cancellation of the booked sessions 20 days before the day of use, the LCSD will issue a Default Notice to the organisations.

If a school is found to be breach the rules again in the same venue within 12 months counting from the issue date of the first Default Notice, a second Default Notice will be issued to the school which will then be penalised. If a school receives the second Default Notice, its priority booking status for any land-based facilities of the same district will be suspended for six months. The suspension will take effect on the date as specified by the LCSD which will generally be after 14 days from the date of second default notice. The LCSD will inform the EDB about the school's breaching records.

**Raising National Flag**

**14. Q: Should schools conduct national flag raising ceremony in swimming gala / sports day?**

A : To promote national education and to help students develop a sense of belonging to the country, an affection to the Chinese people and enhance their sense of national identity, schools are strongly advised to conduct a national flag raising ceremony on important days (e.g. swimming gala/sports day) and special occasions. All participants should observe the relevant etiquette when attending a national flag raising ceremony to show their respect for the country, and the symbols and signs representing the country, as well as to demonstrate their good quality as nationals.

For details of the display of the National Flag, National Emblem, National Anthem and Regional Flag by schools, please refer to the EDB Circular No. 11/2021

at



<https://www.edb.gov.hk/attachment/en/sch-admin/admin/about-sch/national-flag-emblem-anthem-regional-flag/EDBC21011E.pdf>

**15. Q Can schools request for raising the National Flag at the LCSD venues at a time other than 0800 hours to tie in with schools' ceremonies?**

A : If schools wish to rearrange the National Flag raising time, they shall make their request to the officers-in-charge of the LCSD venues one month in advance. The LCSD will, on behalf of the schools, seek approval from the Protocol Division, Government Secretariat.

### **Admission to the swimming pools for teaching/coaching of schools swimming lessons/trainings**

**16. Q : How can schools register the PE teacher(s)/swimming coach(es) for admission to the swimming pools for teaching/coaching of school swimming lessons/training sessions?**

A : Schools are required to provide information of the PE teachers/swimming coaches who are in charge of the schools swimming lessons/training sessions in the 'Application for the Use of LCSD Swimming Pools' and submit to the pool managers for proper record. Teachers/Coaches not listed in the application form are not allowed to lead students into the pool complex for the lessons/trainings. For details, please refer to the 'General Information on Hiring of LCSD Swimming Pools by Schools'.

### **Others**

**17. Q : Due to operational needs, schools may use vehicles to off-load materials for sporting events at the LCSD sports venues. How can this be arranged?**

A : Schools shall inform the officer(s)-in-charge of the relevant LCSD sports venues in advance for necessary arrangements.

**18. Q : How can schools apply for photo-taking and/or video-shooting of student activities at the LCSD sports venues during the booked time-slots?**

A : Schools shall make requests in writing to the respective sports venues/district offices of the LCSD prior to the commencement of the activities. Generally, approval will be given to schools if the booked time-slots are for 'exclusive use' of the applying schools.

**19. Q : What are the uses of the LCSD sports facilities?**

A : The LCSD sports facilities are in general available for multi-purposes used. Schools can conduct PE lessons and sports training activities at the venues under the supervision of the PE teacher(s)/qualified sports coach(es). If schools intend to use the designated venues for other sports activities such as batting games, combat games or athletics' field events which may pose dangers to users or other venue users, prior notice with details of the activities shall be given and approval shall be sought from the venue managers in advance.

**Education Bureau**

**March 2023**