

**Use of Sports Facilities of
the Leisure and Cultural Services Department and the Housing Department
by Schools for the 2026/27 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 2026/27 school year was issued on 2 March 2026. 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) > “About EDB” > “Circulars” > Search circular no. “036/2026” 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 : **LCSD Venues**

Schools can only submit bookings for LCSD facilities through the SmartPLAY system by the deadline (paper forms will **NOT** be accepted). In general, schools will receive a payment notice via the SmartPLAY system or email within one month after the application deadline. For enquiries, schools may contact manager of the venue concerned.

HD Venues

Applications should reach the relevant booking offices of the HD Estate Offices/Management Offices by post or fax not later than the deadlines. 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 e-application through the SmartPLAY system (applicable to LCSD facilities) or paper application to 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 : The application procedure for swimming pools in **Urban Area and New Territories Area** have been **aligned** as below:

Swimming Gala

Schools are required to submit the e-application through the SmartPLAY system by the deadline. After the submission deadline, the SmartPLAY system will conduct lots-drawing, details are listed as below:

Stage I – School representative will be required to choose the date(s) and time of their bookings on the spot according to the priority as assigned by the SmartPLAY system. School applicant should complete the e-application after venue staff has inputted the selected date in the system.

Stage II – For booking of all the remaining available pool facilities after the lots-drawing of Stage I, schools are required to submit the completed forms to the respective LCSD swimming pool offices through email,

by post or by fax before the deadline. If more than one school applies for the same pool at the same session, the drawing ballots will be arranged. Final results will be decided by the LCSD and the results will be made known to the schools concerned through the SmartPLAY system.

Swimming Lessons and/or Training

Schools are required to submit the e-application through the SmartPLAY system by the deadline. If more than one school applies for the same pool at the same session, the drawing ballots will be arranged. Final results will be decided by the LCSD and the results will be made known to the schools concerned through the SmartPLAY system.

8. Q : Which public swimming pools will be adopted in the Trial Scheme of “Flexible Use of Public Swimming Pool Facilities”?

A : The trial scheme will be implemented at the following public swimming pools:

- a. Pao Yue Kong Swimming Pool (Southern District)
- b. Lei Cheng Uk Swimming Pool (Sham Shui Po District)
- c. Kwai Shing Swimming Pool (Kwai Tsing District)
- d. Tung Chung Swimming Pool (Islands District)
- e. Chai Wan Swimming Pool (Eastern District)
- f. Tai Wan Shan Swimming Pool (Kowloon City District)
- g. Tuen Mun Swimming Pool (Tuen Mun District)
- h. Yuen Long Swimming Pool (Yuen Long District)
- i. Sha Tin Jockey Club Swimming Pool (Sha Tin District)
- j. Tai Po Swimming Pool (Tai Po District)
- k. Morse Park Swimming Pool (Wong Tai Sin District)
- l. Victoria Park Swimming Pool (Wan Chai District)

Please contact respective swimming pool office for further details of the Trial Scheme.

9. Q : What are the required lifesaving qualifications and the ratio of coaches/instructors/assistants for schools to participate in the Trial Scheme of “Flexible Use of Public Swimming Pool Facilities”?

A : The required saving qualifications and ratio of coaches/instructors/teaching assistants are:

Number of Students (per swimming lane)	Ratio of Coaches/Instructors/Teac hing Assistants (per swimming lane)	Required Lifesaving Qualifications

20 or below	1 coach/instructor + 1 teaching assistant	One of the coaches/instructors/teaching assistants: Holder of Pool Lifeguard Award or above issued by the Hong Kong China Life Saving Society
21 or above	1 coach/instructor + 2 teaching assistants or 2 coaches/instructors + 1 teaching assistant	One of the coaches/instructors/teaching assistants: Holder of Pool Lifeguard Award or above issued by the Hong Kong China Life Saving Society

Schools' swimming lessons must be conducted by Physical Education (PE) teachers who have obtained a lifesaving qualification (Bronze Medallion or above). Schools may hire swimming coaches to help conducting swimming lessons if necessary. Swimming coaches who conduct swimming lessons must be holder of Swimming Teacher's Certificate issued by the Hong Kong China Swimming Association or Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK) and must possess the Bronze Medallion (or higher level) issued by the Hong Kong China Life Saving Society (HKLSS) within three years after issue. In addition, teachers/ coaches conducting water sports activities other than swimming lesson/training in LCSD swimming pools must possess recognised coaching qualifications for the relevant water sports activities.

Safety Measures

10. 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>)



11. 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 China 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 HKLSS to help look after students. For details, please refer to the “General Information on Hiring of LCSD Swimming Pools by Schools”.

12. 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.

13. 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)

14. Q : What actions should be taken if schools intend to cancel the allocated LCSD sports facilities?

A : If the allocated session is no longer required, schools are required to cancel the booked sessions 14 days in advance (for swimming pools) and 20 days in advance (for other sports venues) through the SmartPLAY system so that the public can make use of the facilities. For any urgent cancellation, schools are required to inform the LCSD at the earliest by phone followed by a notification letter.

15. 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 cancel the booked sessions 14 days in advance (for swimming pools) and 20 days in advance (for other sports venues)

through the SmartPLAY system and fail to provide satisfactory reasons to the LCSD, the LCSD will issue a Default Notice to the organisations.

For LCSD swimming pools, if a school is found to have breached the rules again in the same venue for a total of 2 times within 30 days from the first date of violation, and has failed to provide the LCSD with a valid and acceptable reason, NO priority will be given to that school for its application for the next school year. All applications for the next school year by the school concerned will be processed on a non-priority basis.

For LCSD other sports venues, if a school is found to have breached 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 breach records.

Arrangement of Raising National Flag

16. 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. 6/2024 at <https://applications.edb.gov.hk/circular/upload/EDBC/EDBC24006E.pdf>

17. 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 submit written 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 School Swimming Lessons/Trainings

18. 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 through the SmartPLAY system during e-application. 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”.

SmartPLAY

19. Q : For the submission of facility booking requests in general (non block-booking on a year basis) in the 2026/27 school year, does the school need to apply for registration to become a SmartPLAY organisation user?

A : Yes, all schools need to register as SmartPLAY organisation users in order to submit all facility booking requests (including non block-booking on a year basis) through the SmartPLAY system.

20. Q : What documents are required for schools to apply for registration as the SmartPLAY organisation users?

A : The school must submit a registration certificate from the EDB and an authorisation letter signed by the school principal, supervisor, or board of directors, authorising the designated school representative to manage the SmartPLAY organisation user account, along with the school seal.

21. Q : Once the booking is confirmed through the SmartPLAY system, how can the booking fee be paid?

A : Payment could be settled by online payment process through the system, which supports various electronic payment methods including: credit card, PPS, FPS, Apple Pay / Google Pay, WeChat Pay, Alipay, and UnionPay. School users can also pay the booking fee at "Smart Self-service Station" before the payment deadline, by using the ABB booking number and security code provided in the booking confirmation letter. LCSD will continue to provide counter services at District Leisure Service Offices / leisure venues, accepting cash, Octopus, and cheques for organisation booking payments.

Others

22. 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.

23. 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.

24. Q : How can schools apply for conducting new sports activities at the LCSD sports venues during the booked time slots?

A : The LCSD has opened up the main courts of selected sports centres for booking for new sports activities. Schools can book the main courts of selected sports centres for dodgeball, dodgebee, kin-ball, korfball, pickleball and tchoukball activities. Details of the selected sports centres can be found at the following website:



https://www.lcsd.gov.hk/en/facilities/facilitieslist/landsports/sportscentres/opening_up_arena.html

25. Q : Are there any restrictions on the use 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 field events in athletics 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

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