

# Inter-School Swimming Competition 2024-2025

## Printing of Swimming Relay Certificates

In order to avoid any confusion and misspelt of names in printing of swimming relay certificates, schools are required to download the application form from the HKSSF website and email to the Federation Office for further action.

### e-Application Procedure

1. Go to [www.hkssf.org.hk](http://www.hkssf.org.hk) 【Inter-Secondary Schools Sports Competition HK Island and Kowloon > Various Sports Information > Swimming > Downloads】 .
2. Download the file from the link “Printing of Swimming Relay Certificates”.
3. Fill in all required information as highlighted in yellow.
4. Save the file with school abbreviation included (e.g. **SW-D2-HKSSF**).
5. Email your saved file to **hkscert@hkssf.org.hk** in EXCEL FORMAT.
6. Please kindly send your application before the deadline (31 OCT 2024) and certificates will be distributed to school by post.
7. No Late application or submission will be entertained.

Please kindly note that the Secretariat will accept application **by email ONLY**, do not send through by fax / post.

Should you have any enquiries, please contact the Secretariat at 2711 9182. Thank you.

Kenneth She  
Executive Secretary

To : Schools concerned  
Date : 17<sup>th</sup> October 2024

## Award of Certificate to winners of Team Competition

1. Certificates will be awarded to team members of the champion, second, third and/or fourth place in team games competition as recognition of success and record of achievement. Apart from members of league competition, individual winners in Archery, Athletics, Cross Country, Fencing, Indoor Rowing, Squash, Swimming and Tenpin Bowling would also be awarded.
2. To facilitate the printing of certificates, schools eligible for these awards are requested to forward a list of their players by completing the e-Application procedure for the printing of certificates (*please turn over for further information*). In order to ensure that certificates are being awarded to deserved students, the following criteria must be followed :-
  - (i) The number of certificates being awarded will be the same as the number of medals presented at the prize presentation (except Athletics and Swimming). In the case where there are too many members in a team, it is up to the school to decide who should be awarded.
  - (ii) Only members of the winning teams in the first three or four positions will be awarded.
  - (iii) Members should possess good sportsmanship and play an active role in the team.
  - (iv) Members should participate as court/field players in at least two inter-school matches.
  - (v) Respective Management Committees will have the right not to issue certificate to any member whom in their opinion are not eligible for the award.
3. Certificate is important document to students and therefore teachers must make sure that names of players are correct. According to 'General Rules of Sports Competition', applicant must provide **CORRECT** information, for any reissue of certificate will be charged **HK\$50.00** each as administration fee. Please note that any amendment or replacement of certificates can only be entertained in the year of issue.
4. Any request of replacement or duplicate certificate will not be entertained if the request is made after the year of issue. In such circumstance, only letter of certification will be issued with appropriate charges.
5. Any queries can be directed to the Hong Kong Island and Kowloon Office of the Federation at 2711 9182.

Kenneth She  
Executive Secretary

To : Schools concerned  
(team certificate)