

STUDENT REGISTRATION PROCEDURE AND SYSTEM

The following student registration procedure and system are applicable to students of member secondary schools in the HK Island and Kowloon region.

1. THE APPOINTMENT

Application forms for appointment (date & time) of registration of students should be forwarded to the HK Island and Kowloon office of the Federation and the office will arrange registration officers to go to schools for student registration. Form must be returned to the Federation Office not later than Friday 26th August, 2016.

2. REGISTRATION

- 2.1 There will be two visits for each member school. The first visit will be from 5th September to 21st October 2016. The second visit will be from 3rd January to 24th February 2017. Schools are advised to register as many students as possible during these visits.
- 2.2 Any other appointment for registration will only take place in the Federation office provided that notification must be given 2 days in advance.
- 2.3 Priority will be given to schools entering in Swimming.

3. THE REGISTRATION FORMS AND CARDS

- 3.1 Registration forms and cards can be obtained from the Federation office, Room 203, 1st Floor, 7 Carmel Village Street, Homantin, Kowloon (1 form for 4 students).
- 3.2 Registration forms and cards **MUST BE WELL PREPARED BEFORE THE REGISTRATION TAKES PLACE**. All information required must be supplied. They must be **SIGNED PERSONALLY** by the school teacher responsible for student registration and the Head of School or his/her representative.
- 3.3 Head of School may designate someone on his/her behalf to sign the registration forms. The authorized signature should be forwarded to the Federation office not later than Friday 26th August 2016.

4. SCHOOL TEACHER RESPONSIBILITIES

- 4.1 Teacher-in-charge of registration should prepare two **RECENT & IDENTICAL** photos (34mm W x 38mm H) of each boy/girl being registered. One of the photos should be glued on the registration form and the other to be put on the registration card. Registration Officers will not accept the boy/girl for registration if they are not satisfied with the photos. Photocopy will not be accepted.
- 4.2 Teacher-in-charge of student registration **MUST BE PRESENT** during registration. All registration documents should be checked, registration forms & cards duly completed before registration takes place.
- 4.3 **STUDENT WILL NOT BE REQUIRED TO BE PRESENT** during registration unless requested by registration officer. This will make the arrangement more convenient to both teacher & students being registered. However, registration officer may request students to appear in person if any queries arise during registration.

5. LOST / DAMAGED CARDS

- 5.1 Re-submission of registration form and card with documents and photos must be accompanied by a letter from the Principal or the Authorized Person to certify that the original Registration Card is lost / damaged. A duplicate card will be issued at HK\$10.0 per card. A duplicate card will be marked DUPLICATE and can only be issued in the Federation office.
- 5.2 If the lost Registration Card is recovered after submitting a replacement application or obtaining a replacement card, the recovered card should be returned to The Hong Kong Schools Sports Federation immediately.

6. THE DOCUMENTS

- 6.1 To prove the date of birth of the boy/girl being registered, the ORIGINAL copy of one of the following documents must be produced:-
 - (i) HK Identity Card or Personal Identification document bearing date of birth and photo issued by Government Department concerned; or
 - (ii) Valid Travel Document or Passport; or
 - (iii) Past Student Membership Registration Card (2014-2015 season or after)
- 6.2 Photocopies
 - 6.2.1 Photocopy of Item 6.1 (i) & (ii) will be accepted as valid document provided that
 - (i) The photocopy is copied from the original document
 - (ii) The face, name and date of birth of the students are clearly visible, and
 - 6.2.2 The photocopy of a student identification document should be stuck/clipped on the left hand side of the registration form next to the data of the student.
 - 6.2.3 The Principal / Authorized Person will sign on the registration form to certify that data and photocopies are true and correct.
 - 6.2.4 The photocopies will be kept in the Federation office for reference till the end of the sport season.
 - 6.2.5 The use of photocopies is strictly voluntary. Schools and students may at any time choose to produce original document for checking.
 - 6.2.6 The information collected will be used solely for the purpose of student registration.

7. COLLECTION OF REGISTRATION CARDS

- 7.1 After checking relevant document, registration officer will issue registration cards to school. The teacher-in-charge of registration will be required to sign a slip certifying the number of students being registered. The Federation office will then issue a debit note to the school for collection of appropriate fee.
- 7.2 Registration fee is HK\$10.0 per student including the Insurance Premium. (Please refer to the Collective Personal Accident Insurance Policy for details.)

8. SECURITY

- 8.1 Registration Card is non-transferable.
- 8.2 Registration Card is only valid with official student registration chop and authorized signature.
- 8.3 Photo and description on the card should not be altered.

- 8.4 Registration card is a very important document and is to be kept in a secure place.
8.5 Registration card should be put into the plastic bag as provided to avoid unnecessary damage.

9. COLOUR OF REGISTRATION FORMS & CARDS

Boys A - Orange	Girls A - Blue
Boys B - White	Girls B - Yellow
Boys C - Green	Girls C - Pink

10. AGE RESTRICTION

- A Grade - Under 19,
Date of birth: On or after 1st January 1998
B Grade - Under 16,
Date of birth: On or after 1st January 2001
C Grade - Under 14,
Date of birth: On or after 1st January 2003

11. ELIGIBILITY

- 11.1 Students holding A grade card may only take part in A grade competitions.
11.2 Students holding B grade card may only take part in B grade competitions.
11.3 Students holding C grade card may only take part in C grade competitions.
11.4 When a sport is organised as an 'open grade', students holding A, B or C grade card may take part.
11.5 When a sport is organised in AB grade combined competition, students holding A or B grade card may take part.
11.6 When a sport is organised in BC grade combined competition, students holding B or C grade card may take part.

12. FULL TIME ATHLETE

Any student contracted as "full-time athlete" under any organisation or programme shall not be eligible to represent any member school in inter-school sports competition during the contractual period.

13. RE-REGISTRATION

- 13.1 A student registered in one grade will not be allowed to compete in another grade. However, a registered student may be allowed to re-register into another grade provided that
- (i) the student has not taken part in any Inter-school sport competition in that Federation year, or
 - (ii) the student has only taken part in open grade competition in that Federation year, and
 - (iii) (i) & (ii) are certified by Principal in writing.
- 13.2 Re-registration will only be done in the Federation office.
13.3 A fee of HK\$10.0 will be charged per card.

14. ANTI-DOPING

The card holder should comply with all applicable anti-doping policies and rules adopted pursuant to the world anti-doping code.

15. STUDENT REGISTRATION REGULATIONS

Please refer to By-Laws & Rules Article I Registration of Members.

運動員註冊程序及辦法

以下之學生註冊程序及辦法適用於港島及九龍地域中學。由聯會港島及九龍辦事處負責執行。辦事處將委派註冊員為各校學生辦理註冊服務，故請各校負責學生註冊之老師注意下列各點：

1. 註冊安排

負責學生註冊之老師須於二〇一六年八月二十六日前寄回辦事處發出之學生註冊日期排期申請表格，以便安排日期、時間及註冊員為學校辦理學生註冊手續。

2. 註冊手續

2.1 本會每年將安排註冊員到各校辦理學生註冊。第一次註冊日期為二〇一六年九月五日至十月二十一日。第二次註冊日期為二〇一七年一月三日至二月二十四日。請各校負責註冊之老師盡量利用該兩次註冊時間辦理運動員註冊事宜。

2.2 如遇部份學生不能於該兩次註冊日期辦理註冊手續時，則可在本會辦事處註冊。凡擬於本會辦事處註冊，須於擬定日期前四十八小時通知辦事處。

3. 註冊表格及註冊證

3.1 註冊表格及註冊證可逕向本會辦事處索取。辦事處地址為九龍何文田迦密村街七號二樓203室。每張表格可註冊學生四名。

3.2 註冊表格及註冊證必須小心詳細填寫，並應由負責教師及校長親筆簽署，表示對表內所報事項正確無誤，並負完全責任。

3.3 各校校長可以指派一人全權代表簽署註冊表格，而該代表之簽名樣本，必須於二〇一六年八月二十六日前寄回本會辦事處存檔。

4. 負責學生註冊教師之責任

4.1 負責學生註冊之教師必須預先檢查所有申請學生之正確出生日期及註冊證件，視其是否合乎本會之要求。

4.2 註冊員將直接與負責註冊之教師處理一切註冊事宜。

4.3 為了簡化註冊程序，有關註冊之學生並不須要於註冊時出席。但如註冊員在註冊過程中認為有疑問時，可要求個別學生親身到場提供詳盡資料。

4.4 學生註冊時須備近照兩張（闊34mm，高38mm）。其一貼於申請表上，另一貼於註冊證。如照片不符合標準，註冊員將拒絕為該學生註冊。相片影印本恕不接受。

5. 遺失／損毀

- 5.1 必須由校長以書面證明原有之註冊證遭遺失／損毀，並重新填妥運動員註冊證申請表、註冊證、連同近照及身份證明文件到本會辦事處補領。補發之註冊證只能在本會辦事處簽發，費用為每張拾圓正。補發的註冊證將印上「DUPLICATE」字樣。
- 5.2 如於申請補發新證期間或領取新證後，尋回已遺失的運動員註冊證，必須立即將舊證交回香港學界體育聯會。

6. 證 件

- 6.1 學生註冊時，須出示下列原本之證件（該等證件必須具有該生之相片及出生日期）：—
 - i) 身份證、由政府部門發出的身份證明文件（具有持有人的近照及出生日期）；或
 - ii) 有效之旅遊證件、護照；或
 - iii) 2014-2015年度或以後之運動員註冊證
- 6.2 證件副本：—
 - 6.2.1 如上述6.1項第 i 及 ii 點所列證件之影印本符合下列條件者可以接受為有效的證明文件：—
 - i) 影印自證件的原件；
 - ii) 清楚顯示學生的容貌，姓名及出生日期；
 - 6.2.2 影印本須張貼於註冊表上該學生資料左面空格內；
 - 6.2.3 註冊表由校長簽署證明所列學生的資料及身份證明文件影印本均屬正確。
 - 6.2.4 影印本將存放在本會辦事處直至該運動年度完結為止。
 - 6.2.5 使用證件副本純屬自願，學生可選擇出示證件正本供註冊員查閱。
 - 6.2.6 證件上之資料只用於辦理學生註冊事宜。

7. 領取註冊證

- 7.1 於檢查有關證件後，註冊員將即時簽發註冊證。於領取註冊證時，該校負責註冊之教師須簽署確認已註冊之學生人數。本會稍後將寄發收款通知書、收取有關費用。
- 7.2 運動員註冊費每位拾圓正。一經註冊，運動員可享有運動員意外保險保障（詳情請參閱本手冊「集體個人意外保險計劃」部份）。

8. 註冊證安全守則

- 8.1 註冊證不得塗改及轉讓；
- 8.2 註冊證必須由註冊員簽署及蓋上註冊專用圖章方為有效；
- 8.3 註冊證必須存放於安全地方；
- 8.4 本會免費供應透明保護套，請將註冊證放入保護套內，保持整潔。

9. 註冊表格及註冊證之顏色

男甲	橙色	女甲	藍色
男乙	白色	女乙	黃色
男丙	綠色	女丙	粉紅色

10. 本年度學生註冊年齡限制如下

- 甲組 十九歲以下，
出生日期：在一九九八年一月一日或以後。
- 乙組 十六歲以下，
出生日期：在二〇〇一年一月一日或以後。
- 丙組 十四歲以下，
出生日期：在二〇〇三年一月一日或以後。

11. 參賽資格

- 11.1 甲組賽事：只限持有甲組註冊證之學生參賽。
- 11.2 乙組賽事：只限持有乙組註冊證之學生參賽。
- 11.3 丙組賽事：只限持有丙組註冊證之學生參賽。
- 11.4 公開組賽事：持有甲、乙、丙組註冊證之學生均可參賽。
- 11.5 如遇有運動項目為甲、乙組混合者，持有甲組及乙組註冊證之學生均可參加。
- 11.6 如遇有運動項目為乙、丙組混合者，持有乙組及丙組註冊證之學生均可參加。

12. 全職運動員

如學生與任何機構或計劃下簽訂為“全職運動員”，於合約期內該學生將不能代表學校參與學界體育比賽。

13. 重新註冊

- 13.1 持有某組註冊證之學生在該學年內不能參加其他組別賽事，但如遇有下列情況，則可申請重新註冊，更改組別。
- i) 該運動員在該學年內從未參與任何校際運動比賽，或
 - ii) 該運動員在該學年內只參與公開組賽事。
- 13.2 上述兩點必須由校長書面證明。
- 13.3 該等註冊事宜只能於本會辦事處辦理。費用為每張拾圓正。

14. 運動禁藥法規

持證人須遵守所有按照世界運動禁藥法規所制定的運動禁藥規條及條例。

15. 學生註冊守則

請參照附例及各運動細則第一項「會員註冊」。