

# STUDENT ATHLETE REGISTRATION CARD

Students of member schools who take part in any competition organised by The Schools Sports Federation of Hong Kong, China must be properly registered. Registration card must be presented in the course of a competition.

## 1. GRADE

The registration grade is graded by sex and age (i.e. Boys A, B1, B2, C, Girls A, B1, B2, C).

A Grade : Born on or after 1<sup>st</sup> January 2005

B1 Grade : Born on or after 1<sup>st</sup> January 2008

B2 Grade : Born on or after 1<sup>st</sup> January 2009

C Grade : Born on or after 1<sup>st</sup> January 2010

## 2. REGISTRATION FEE

2.1	Type	General (available for collection within 4 working days after the day of submission)	Urgent (available for collection on the next working day after the day of submission)
	New application	\$ 16/card	\$ 40/card
	Replacement or Grade Change		

2.2 Payment methods: By Cash, Cheque or charge to the school account in which a debit note will be issued, upon collection of the registration card.

2.3 Cheque should be made payable to "The Schools Sports Federation of Hong Kong, China"

## 3. HOW TO APPLY REGISTRATION CARD

3.1 Login to the student Athletes Online Registration System ([star.hkssf.org.hk](http://star.hkssf.org.hk)), follow the steps provided on screen to complete the registration process (input student information, upload photo and identity document) and submit via the online registration system by the Head of School / Authorized Person.

3.2 The default username is the school abbreviation in English and the password will be expired by the end of each season.

3.3 User Manual and PowerPoint Presentation of the online registration system are available on the HKSSF website.

## 4. INPUT STUDENT INFORMATION

4.1 There are four ways of entering.

A. Input data one by one

B. Import by Excel (Template can be downloaded from the online registration system)

C. Select from Last Year's Student Athletes

D. Select from eClass (if applicable)

## 5. UPLOAD PHOTO AND IDENTITY DOCUMENT

5.1 There are two ways of uploading.

A. Scan photo/identity document, and then upload

B. Use the HKSSF App to take a photo of the student/identity document and upload directly to the online registration system

## 6. PHOTO

The minimum upload size per file is 412 X 459 pixel and 150kb, maximum size is 2Mb in JPG or PNG format.

## 7. IDENTITY DOCUMENT (School chop and Head of School signature not required)

7.1 Please note that only following documents will be accepted as valid identity document for registration.

- A. Hong Kong Identity Card (If applicant is replacing HKID at the time of registration, HKSSF only accepts acknowledgement of application issued by Immigration Department.)
- B. Valid Travel Document

7.2 The minimum upload size per file is 715 X 454 pixel and 150kb, maximum size is 2Mb in JPG, PNG or PDF format.

## 8. HOW TO COLLECT REGISTRATION CARD

8.1 Collect in person

Member school will receive a collection notice by email within 4 working days (General Application) / on the next working day (Urgent Application) after the day of submission. School can send representative to HKSSF office during office hours and present the collection notice for collection.

8.2 By post

Please send collection notice to HKSSF by post and enclose a self-addressed stamped envelope with sufficient postage. (If no cheque or self-addressed stamped envelope is attached, it will not be processed.)

8.3 Postage rates

8.3.1 Each A4 paper can print up to 8 registration cards.

8.3.2 The postage will be calculated based on the weight of one sheet of A4 paper if application has less than 8 students in a batch.

8.3.3 The printing unit is by batch. Please calculate the number of A4 paper required and ensure that the self-addressed envelope has sufficient postage affixed if multiple batches are to be returned in the same envelope.

(Example 1) If there are 1 to 8 students in 1 batch, it will require 1 sheet of A4 paper.

(Example 2) If there are 9 to 16 students in 1 batch, it will require 2 sheets of A4 paper.

(Example 3) If there are 2 students in each of the 2 batches, it will require 2 sheets of A4 paper.

(Example 4) If there are 9 students in each of the 2 batches, it will require 4 sheets of A4 paper.

Number of A4 paper required	Postage rates
1 sheet	\$3.70
2-4 sheets	\$5.00
5-24 sheets	\$7.30
25-49 sheets	\$14.00

## 9. CHANGE OF GRADE

9.1 A registered student may only be allowed to apply for change of grade under the

circumstances below.

- 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.
- 9.2 Application for change of grade can be made via the online registration system and a certify letter from the Head of School must be uploaded.
- 9.3 The previous registration card must be returned to HKSSF upon collection of the new registration card.

#### **10. REPLACEMENT OF LOST OR DAMAGED REGISTRATION CARD**

- 10.1 Application for reissue of registration card can be made via the online registration system and a certify letter from the Head of School must be uploaded.
- 11.2 If the lost registration card is recovered after submitting a replacement application or obtaining a replacement card, the recovered card must be returned to HKSSF immediately.

#### **11. VALIDITY PERIOD OF ONE YEAR**

- 11.1 The registration card is valid from 1 September until 31 August in the following year.
- 11.2 An expired registration card cannot be used.

# NOTICE OF REGISTRATION

## 1. POINTS TO NOTE

- 1.1 Registration card is non-transferable and information on the card should not be altered.
- 1.2 Registration card is only valid with official student registration chop.
- 1.3 Registration card is only valid for the specified year.
- 1.4 A student can only be registered in one grade for the specified year.
- 1.5 A student may only possess one registration card.
- 1.6 A student registered and participated in one grade must remain in that grade and shall not be allowed to compete in another grade and re-registration will not be allowed.
- 1.7 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.
- 1.8 All rules and regulations of HKSSF should be strictly observed and abided by the cardholder, including the Anti-doping Rules of the Sports Federation & Olympic Committee of Hong Kong, China and the Anti-Doping Organization of Hong Kong, China that the HKSSF has adopted.
- 1.9 Registration card should be put into the plastic bag as provided and kept safe.
- 1.10 Registration card is the property of the HKSSF and must be returned on request.

## 2. ELIGIBILITY

- 2.1 Students holding A grade registration card may only take part in A grade competition.
- 2.2 Students holding B1 or B2 grade registration card may only take part in B grade competition.
- 2.3 Students holding C grade registration card may only take part in C grade competition.
- 2.4 When a sport is organised in Senior grade competition, students holding A or B1 grade registration card may take part.
- 2.5 When a sport is organised in Junior grade competition, students holding B2 or C grade registration card may take part.
- 2.6 When a sport is organised as an ‘open grade’ competition, students holding A, B1, B2 or C grade registration card may take part.
- 2.7 When a sport is only organised in A grade and B grade, students holding C grade registration card may take part in B grade competition only.

## 3. RESPONSIBILITY

- 3.1 The accuracy of the date of birth together with other particulars of each student applying for registration shall be the responsibility of the Head of school to the best of his/her knowledge when he/she approves / endorses the application for registration. If teachers are authorized to approves / endorses the application for registration, schools are still held responsible for any irregularities committed by their teachers.
- 3.2 A student registered by a member school can compete only for the said member school in the current school year provided that he/she remains a student of that school. During the course of a school year a student can transfer to a member school and compete for the school provided that he/she has not competed for the previous school and the previous registration card is returned. Schools admitting students in the middle of a school term must ensure that when registering such students with the Area/Regional Committee, they have not registered and competed for another school.

3.3 The HKSSF will conduct filming and video recording during the event. The photos and video clips taken by the HKSSF may be used for promotion and publicity in the future. If students do not agree to the above arrangements, please have their school principal sign the “Unauthorized Use of Activity Photos and Video Clips for Promotion Form” and submit it to the HKSSF.

**4. RETENTION OF DATA AND SECURITY**

4.1 The personal data, photo and identity document collected will be used for registration purpose only. Data will be destroyed after a retention period of two years.

4.2 The Student Athletes Online Registration System has adopted SSL encryption to protect all data transmitted.

**5. INSURANCE**

Insurance Premium has been incorporated in the student registration fee (Please refer to the Collective Personal Accident Insurance Policy for details).

**6. STUDENT REGISTRATION REGULATIONS**

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

# 學生運動員註冊證

凡屬中國香港學界體育聯會會員學校之學生參加學體會舉辦之各項體育活動，必須註冊並憑學生運動員註冊證方可參賽。

## 1. 組別

註冊組別按性別及年齡分組，分別是男子甲、乙一、乙二、丙組及女子甲、乙一、乙二、丙組

甲組：2005年1月1日或以後出生者

乙一組：2008年1月1日或以後出生者

乙二組：2009年1月1日或以後出生者

丙組：2010年1月1日或以後出生者

## 2. 註冊證費用

2.1	<b>類別</b>	<b>一般</b> (呈交日後四個工作天內領取)	<b>快證</b> (呈交日後一個工作天內領取)
	新申請	每證\$16	每證\$40
	補領或更改組別		

2.2 付款方式：取證時可用現金、支票或記帳。如選擇記帳，學體會將發出繳費通知書予有關學校。

2.3 支票抬頭請寫「中國香港學界體育聯會」或“The Schools Sports Federation of Hong Kong, China”

## 3. 如何申請註冊證

3.1 登入學生運動員網上註冊系統(star.hkssf.org.hk)，按照版面流程輸入資料，包括學生資料、上載相片及出生證明文件，然後由校長或授權人士批核後呈交本會。

3.2 登入系統之用戶名稱為學校指定英文簡稱，而密碼則每年更新。

3.3 有關系統之操作流程，可瀏覽本會網頁內的使用指南或PowerPoint簡報。

## 4. 輸入學生資料

4.1 可從下列四種方法輸入

- A. 逐個新增
- B. 從檔案(Excel)匯入(範本可於系統內查閱)
- C. 從去年資料中選取
- D. 從e-class資料選取(如適用)

## 5. 上載相片及出生證明文件

5.1 可從下列兩種方法上載

- A. 掃瞄相片及出生證明文件後，將檔案匯入
- B. 使用學體會「HKSSF」手機App，即時拍照並直接上載

## 6. 相片

上載之相片必須為彩色近照（像素最小為 412×459，檔案最小 150kb、最大 2Mb，格式為 JPG 或 PNG）

## 7. 出生證明文件（無須校印及校長簽署）

7.1 本會只接受下列兩種有效之出生證明文件

- A. 香港身份證（如申請者適值換領身份證，本會只接受入境事務處發出之申請書。）
- B. 有效旅遊證件

7.2 上載之文件像素最小為 715×454，檔案最小 150kb，最大 2Mb，格式為 JPG、PNG 或 PDF。

## 8. 如何領取註冊證

8.1 親自領取

學校呈交一般申請後四個工作天內或快證申請後一個工作天內以電郵通知領取，學校可於辦公時間內派員憑通知書到學體會取證。

8.2 郵寄方式領取

學校亦可用郵寄方式領取，但必須將領取通知書及貼上下列所示面值郵票的 A4 回郵信封一同寄回本會（沒有附上支票或回郵信封者，本會將不作辦理）。

8.3 回郵信封之郵費

8.3.1 每張 A4 紙最多可列印 8 個註冊證。

8.3.2 如申請之批次少於 8 個學生，郵費亦以 1 張 A4 紙之重量計算。

8.3.3 由於列印系統以每個批次為印製單位，所以如果要求在同一個回郵信封寄回多個批次的註冊證，請計算清楚所需之 A4 紙總數量。

（例一）如申請 1 個批次，批次申請 1 至 8 個學生，需要 1 張 A4 紙

（例二）如申請 1 個批次，該批次申請 9 至 16 個學生，需要 2 張 A4 紙

（例三）如申請 2 個批次，每個批次申請 2 個學生，需要 2 張 A4 紙

（例四）如申請 2 個批次，每個批次申請 9 個學生，需要 4 張 A4 紙所需

所需 A4 紙數量	所需郵費
1 張	\$3.70
2-4 張	\$5.00
5-24 張	\$7.30
25-49 張	\$14.00

## 9. 更改組別

9.1 運動員只可在下列情況下才可申請更改組別。

- i ) 運動員在該年度內從未參與任何本會舉辦之運動比賽，或
- ii ) 運動員在該年度內只參與公開組賽事。

9.2 如申請更改組別，可登入網上註冊系統申請，呈送時必須上載校長書面證明。

9.3 取證時，必須退回不適用的註冊證。

## 10. 遺失或損毀補領

10.1 如遺失或損毀運動員註冊證，可登入網上註冊系統申請補領，呈送時必須上載校長書面證明。

10.2 如於申請補發新證期間或領取新證後，尋回已遺失的註冊證，必須立即將舊證交回中國香港學界體育聯會。

## 11. 有效期為一年

- 11.1 註冊證有效日期由每年九月一日至翌年八月卅一日止。
- 11.2 不得使用非本年度註冊證。



# 註冊須知

## 1. 註冊備忘

- 1.1 註冊證不得塗改或轉讓。
- 1.2 註冊證必須蓋上學體會印章方為有效。
- 1.3 註冊證只在該註冊年度內適用。
- 1.4 每註冊年度只可註冊為一個組別。
- 1.5 每名運動員只可持有一個註冊證。
- 1.6 一經註冊之運動員，並已參與比賽後，不得轉組及不得重複註冊。
- 1.7 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。
- 1.8 持證人須遵守本會所訂定之章則，包括聯會已接納，由中國香港體育協會暨奧林匹克委員會及中國香港運動禁藥管制機構所訂定的禁藥條例。
- 1.9 註冊證須放入本會派發之透明膠袋內，並小心保存。
- 1.10 註冊證屬中國香港學界體育聯會所有，學體會有權要求學校交回註冊證。

## 2. 參賽資格

- 2.1 甲組賽事：只限持有甲組運動員註冊證之學生參賽。
- 2.2 乙組賽事：只限持有乙一組或乙二組運動員註冊證之學生參賽。
- 2.3 丙組賽事：只限持有丙組運動員註冊證之學生參賽。
- 2.4 高級組賽事：只限持有甲組或乙一組運動員註冊證之學生參賽。
- 2.5 初級組賽事：只限持有乙二組或丙組運動員註冊證之學生參賽。
- 2.6 公開組賽事：持有甲、乙一、乙二、丙組運動員註冊證之學生均可參賽。
- 2.7 如遇有運動項目只設甲、乙組比賽時，持有丙組運動員註冊證之學生只可參加乙組賽事。

## 3. 責任承擔

- 3.1 學生於申請註冊時所填報個人資料包括出生日期等，須由校長確認，並由學校派老師負責註冊事宜，而老師所犯之錯誤須由學校承擔。
- 3.2 任何會員學校已註冊之學生只能代表該校在該年度參加學體會及區分會舉辦的比賽。在同一年度內，轉校生未曾代表舊校參加比賽者，則該生在該年度內可向學體會重新辦理註冊，並把舊校的運動員註冊證交回學體會，才可代表新校參加比賽。如會員學校於學期中收取新生，有關學校須確保該學生在該年度內未曾註冊，及代表他校參加比賽，才可為該生辦理註冊。

3.3 學體會將於活動期間進行拍攝及錄影，由學體會拍攝的照片及錄影片段或會作日後推廣及宣傳之用，學生如不同意上述安排，請由所屬學校校長簽署「不授權活動照片及錄影片段作宣傳用途表格」交回學體會。

## 4. 資料儲存及安全問題

- 4.1 所有上載之資料、相片及出生證明文件只供運動員註冊用途，保留兩個年度後將被刪除。
- 4.2 傳送的資料備有（SSL）加密技術。

## 5. 保險

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)。

## 6. 學生註冊守則

請參閱本手冊「附例及各有關細則」部份。