

Urban Sports Funding Scheme (2023/24 School Year)

Frequently Asked Questions

Q1 : How will the school know if it has been awarded funding and the amount of funding received?

A1 : The Scheme will be implemented in a school-based format. After reviewing the applications, we will notify the participating schools via email about the approval of funding. The amount of funding to be granted to each school depends on the type of sports of training courses to be organised and the number of participating students. For training courses for 3x3 basketball, futsal or breaking, the school will receive a subsidy of \$1,000 per participating student. For training courses for skateboarding or sport climbing, the school will receive a subsidy of \$1,500 per participating student. Each school can apply for a maximum of 150 participating student quota throughout the school year. HKSSF will determine the overall subsidy amount based on the number of eligible students. Upon verification of the actual expenditure and report submitted by the participating school, a reimbursement of subsidy equivalent to the actual expenditure will be disbursed.

Q2 : How does the subsidy help the school organise training courses?

A2 : The subsidy can be used for the following purposes:

- (a) Expenses for hiring coaches / assistant coaches for the training courses;
- (b) Venue rental, equipment rental, lighting equipment, and sound systems;
- (c) Transportation expenses for travelling to off-campus venues using collective transportation means;
- (d) Purchase of necessary sports equipment/gear for use in the training courses. The school should own and keep the sports equipment/gear for future use;
- (e) Additional insurance expenses (if necessary); and
- (f) Other related expenses for the training courses.

Q3 : Are there any restrictions on the number of participating students and the required hours for each training course?

A3 : Each training course should not exceed 20 participating students and have a minimum of 15 training hours.

Q4 : Can each student participate in more than one training course?

A4 : Each student can participate in more than one training course in the same or different types of sports.

Q5 : Are there any attendance requirements for each participating student?

A5 : Each student is required to have an attendance rate of 80% or above for each training course. If a student's attendance rate is below the requirement without a reasonable

explanation, the amount of subsidy provided to the participating school may be reduced correspondingly. Schools may use the template “Attendance Record Sheet” downloaded from the HKSSF website.

Q6 : **Are there any specific requirements for the venues or schedules of the training courses?**

A6 : There are no specific requirements. The training courses can be held on or off-campus, during class hours or after-school hours, or in a mixed mode.

Q7 : **Are there any qualifications for the coaches/assistant coaches hired for the training courses?**

A7 : The coaches / assistant coaches hired for the training courses should possess valid coaching certificates issued by the relevant NSAs or recognised coaching qualifications (Coach/assistant coach for futsal training courses must possess relevant Futsal Coach certification). Moreover, the participant/coach ratio should be implemented according to the NSA requirements. The school is required to submit the qualification proof of all coaches and assistant coaches for review when submitting the application form.

Q8 : **Does the school need to assign personnel to supervise the activities?**

A8 : The school should arrange for a person in charge who is at least 18 years old or school staff to supervise the activities or follow the guidelines for school extra-curricular activities.

Q9 : **Can the training courses charge fees from students?**

A9 : The school should not charge the participating students for any fees for attending the training course, unless the school can prove that the subsidy received under the Scheme for the training course is insufficient to cover the related expenses. In such cases, the school should submit a written application to seek HKSSF’s approval before charging the fees.

Q10 : **Does the Scheme only applicable to member schools of HKSSF?**

A10 : HKSSF currently has over 1,000 member schools. Generally, registered primary and secondary schools under the Education Bureau may apply for HKSSF membership and submit applications to participate in the Scheme as long as they meet the relevant requirements. For more details, please visit the HKSSF website (<http://www.hkssf.org.hk>).

Q11 : **Are there any requirements for the purchase of sports equipment/gear for the training courses?**

A11 : The purchase of sports equipment/gear for use in the training classes should be completed within the designated period of the Scheme. The sports equipment/gear

should be owned and kept by the school for future use in sports or related promotional activities. The school is not required to submit relevant receipts to HKSSF but should retain the receipts and documents for inspection when necessary.

Q12 : What are the accounting procedures for the Scheme? Should schools submit receipts to HKSSF?

A12 : The accounting procedures of the Scheme should be in line with the school-based financial management practices. Schools should keep simple but easy-to-read ledgers of all transactions and should ensure that the fund-related records are consistent with the requirements of internal bookkeeping and external audit. Schools are generally not required to submit expenditure receipts to HKSSF but should keep all expenditure receipts and documents for at least seven years for auditing purposes.

Q13 : What documents should the school keep for checking?

A13 : The school should keep all relevant expenditure receipts for the training courses, documents related to the purchase of equipment and gear, and attendance records of coaches and participating students. These documents should be retained for inspection when required.

Q14 : Can the funding provided under the Scheme be used to subsidise other training activities?

A14 : The funding provided under the Scheme cannot be used to subsidise other training activities.

Q15 : What is the purpose of use for activity photos provided by schools?

A15 : The authorities may use the activity photos for promotion and publicity of the Scheme in future. Therefore, schools should obtain prior consent from those students/parents concerned.

The Schools Sports Federation of Hong Kong, China

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