

Urban Sports Funding Scheme (2024/25 School Year)

Frequently Asked Questions

Q1 : Does the Scheme only applicable to member schools of HKSSF?

A1 : HKSSF currently has over 1 000 member schools. Primary and secondary schools registered 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>).

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 and assistant coaches for the training courses;
- (b) Rent of venue, sport equipment/gear, lighting equipment and sound systems;
- (c) Transportation expenses for travelling between campus and off-campus training venues using collective transportation;
- (d) Purchase of necessary sport equipment/gear for use in training courses. The school should own and keep the sport equipment/gear for future use. The relevant expenses should not exceed 50% of the total amount of the subsidy actually dispersed;
- (e) Additional insurance expenses (if necessary); and
- (f) Other related expenses for the training courses.

Q3 : Can the subsidy be used for competition entry fees, competition transportation expenses or purchasing competition balls/uniforms, etc?

A3 : Expenses arising from any types of competitions are not covered in this Scheme and should not be submitted in the final report.

Q4 : What are the requirements for purchase of sport equipment/gear for the training courses?

A4 : Notwithstanding whether the sport equipment/gear for use in trainings are purchased via online means, the procurement procedure should follow the school-based approach and be completed by the end of the training course. The expenses on sport equipment/gear should not exceed 50% of the subsidy actually dispersed, e.g. the maximum cover limit for purchasing sport equipment/gear is \$9,000 if the total subsidy amount for the course is \$18,000. Any excess part will not be covered. The relevant sport equipment/gear purchased should be owned and kept by the school for future use in sports or related promotional activities.

Q5 : How is the final subsidy amount calculated for each training course?

A5 : HKSSF will determine the overall subsidy amount based on the number of eligible students. Upon verification of the actual expenditure and final report submitted by the participating school, a disbursement of subsidy equivalent to the actual expenditure will be disbursed.

Q6 : Should the school pay for the expenses of the training courses up-front?

A6 : All expenses of the training courses should be paid up-front by the school. After completing each training course, the school must submit a final report to HKSSF individually. HKSSF will review the report and confirm its compliance with the relevant terms and regulations, and then the approved subsidy will be disbursed to the school within 60 days.

Q7 : What are the attendance requirements for each participating student?

A7 : Each student is required to have an attendance rate of 80% or above for each training course. If a student's attendance rate cannot meet the requirement, the amount of subsidy disbursed to the school will be reduced correspondingly. If the school can provide supporting documents with reasons for absence which are relating to injury/illness and internal assessment for Secondary School Places Allocation (same-day only), HKSSF will consider each case individually.

- Q8 : What are the venue and training schedule requirements?**
- A8 : 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.
- Q9 : What are the requirements of coaches and assistant coaches hired for the training courses?**
- A9 : The coaches and assistant coaches hired should possess valid coach registration certificates issued by the relevant NSAs (coaches and assistant coaches hired for futsal training courses must possess Futsal Coaching Certificates). Moreover, the participant-coach ratio should follow the NSA's requirements to ensure adequate supervision on-site. The school is required to submit the qualification proof of all coaches and assistant coaches for HKSSF's approval together with the "Individual Information Sheet".
- Q10 : What should a school do if the coach registration certificate expires during the training period?**
- A10 : If the coach registration certificate expires during the training period, the school needs to re-submit a new certificate to HKSSF. Otherwise, the coach cannot continue with the rest of the training lessons.
- Q11 : Under what conditions should a school submit the "Amendment Application Form"?**
- A11 : If a school would like to make changes to any training date/time/venue, information about coach/assistant coach (including substitute coach/assistant coach) or even cancel the training course after submitting the "Individual Information Sheet", the school should submit the "Amendment Application Form" (using the template downloadable from the HKSSF website) for HKSSF's approval at least 4 working days **before** implementing the changes.
- Q12 : Should the school send responsible staff to oversee the training lessons?**
- A12 : The school should arrange a person-in-charge of at least 18 years of age or a staff to oversee the training lessons, or follow the school's own safety guidelines of organizing extra-curricular activities.

Q13 : Can a school collect training course fees from students?

A13 : The school should not charge any fees from students for joining the training course. Under special circumstances, the school can provide justifications with proofs that the estimated subsidy received under the Scheme is insufficient to cover the expenses on the training course. In such case, the school must submit a written application together with the “Individual Information Sheet” for HKSSF’s approval. Only after the school has obtained HKSSF’s approval should the school charge the fees to students.

Q14 : How should the school handle the accounts and invoices under the Scheme? Should the school submit receipts to HKSSF?

A14 : Schools should handle the accounts and invoices in accordance with the school’s regular accounting management procedures. Schools should keep simple but easy-to-read ledgers of all transactions and ensure that the records related to the Scheme are consistent with the requirements of internal bookkeeping and external audits. Schools are generally not required to submit receipts to HKSSF but should keep all receipts and documents for at least seven years for auditing purposes.

Q15 : Can the subsidy granted under the Scheme be used on subsidizing other training activities?

A15 : The subsidy granted under the Scheme cannot be used on subsidizing other training activities.

Q16 : What is the purpose of use for activity photos provided by schools?

A16 : The government may use the activity photos for promotion and publicity of the Scheme in future. Therefore, schools should have obtained prior consent from those students/parents concerned for the use of photos.