



# CSC Briefing Session 2024

Hockey Hong Kong, China  
(HockeyHK)

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# BACKGROUND OF CSC PROJECT & SUBSIDY

## Objectives:

- To promote and strengthen the sports development for young players
- To enhance the standard of sports at community level; and
- To encourage lifelong participation in sports



## Subsidy:

- Maximum subsidy for each application is HKD26,000
- Amount of subsidy for each application will be determined on a case-by-case basis and a deficit-financing basis
  - estimated income and maximum subsidy level for the eligible expenditure
  - CSC shall not make any profit out of the programmes

# ROLES of HockeyHK

- To compile an annual forecast of CSC programmes for the annual plan
- To vet programme applications
- To ensure that CSCs, during the course of implementing CSC subsidised programmes, comply with
  - i) the Code of Conduct
  - ii) Accounting Guidelines and Procurement in respect of the approval mechanism and declaration system to avoid any conflict of interest
- To ensure that the public liability insurance policy for CSC subsidised programmes has been purchased before implementation of the programmes
- To certify and endorse the CSCs Programme Report and Annual Progress Report and submit the Report to the LCSD by deadline set by LCSD



# TIMELINE (Annual Plan and PLI)

## Step 1: Annual Plan (Yearly programme budget plan)

- **20 August every year** for HockeyHK's approval through SSMS

## Step 2: Public Liability Insurance (PLI)

- **15 Feb every year** – Schedule and Policy to be sent by email to HockeyHK for reviewing – Deadline for HockeyHK to submit to LCSD by 1 March 2024
- Failure to do so will lead to the forfeiture of the approved subsidy (CSC Handbook)
- PLI policy should be in **the joint names** of the **Government with HockeyHK and CSC** as insured parties - effected either before the implementation of the programmes
- Clubs found difficulty in renewing the PLI by deadline
  - Must seek for Insurance Companies / Agents which could comply with the requirement e.g. HockeyHK and some clubs use FWD (BOLTTECH INSURANCE (HONG KONG) COMPANY LIMITED) - could provide service which are able to comply LCSD requirement
  - Contact [info@hockey.org.hk](mailto:info@hockey.org.hk) for agent contact details for reference if needed
- CSC shall inform LCSD and its NSA of any accident within 12 hours of its occurrence
- accident report form is at Annex 5.1(b) of Chapter V Programme Expenses (CSC Handbook)



# TIMELINE (Programme Application)

## (Step 3) Programme Application (to submit for each programme)

- Must submit in order to 1) start the running of programme and 2) to prepare for next step of Report Submission
- Originally, LCSD requirement: *At least 1 month before commencement of the programme*

### ***HockeyHK observed there were Subsequent late submissions of programme applications***

- Generate unnecessary administration work for receiving and sending huge amount of reminders back and forth between SSMS system, CSCs and HockeyHK

Therefore, CSCs are advised to:

- **Submit ALL programme applications by 30 April every year in one-go e.g. total 4 programmes and to submit all 4 programmes at a time by deadline**

Pros:

- Avoid missing programme applications submission and delay in report submission
- Clubs doesn't have to pick up application submission skill set all around the year
- Don't need to receive subsequent reminders from SSMS and HockeyHK
- Saving time for club's in checking and remind club's officials to submit application on time from time to time

# TIMELINE – Programme Report

## Step 4: Programme Report

- Report and supporting documents to be submitted after completion of programme for programme expenses reimbursement

Deadline: LCSD emphasized and reminded HockeyHK -- **submission must be within 1 month after completion of programme (count from the date of last lesson)**

- **Late submission will not be accepted**
- **Shall lose the entitlement of pitch booking privilege and eligibility on expenses reimbursement**

LCSD officially reminded HockeyHK to take adequate action on CSCs' report submission regarding

- 1) **Late Submission of Report**
- 2) **Failure to provide sufficient supporting documents**
- 3) **Incorrect details / calculation of expenses e.g. staff remuneration**

# PROGRAMME REPORT Requirement

1. **Entry fee payment reference** (*payment summary* and *bank in slip or bank statement with indication of payment received* which is related to the designated programme)
2. **Participant attendance record** with **original of coach signature**  
(signing name beside the coach's name as specimen for recognizing the signature)
3. **Promotion materials** (e.g. poster, fb promotion, entry fee should be shown)
4. **Invoice & receipts** (PLI, printing fee, pitch fee) – **Originals**
5. **Staff remuneration record form** - **originals**
6. **Photographs and publicity materials relating to the programme shall be forwarded to the NSA**

**\*\*All supporting documents should submit and attach in SSMS\*\***

## **Consequence:**

- 1) LCSD may reject the funding approved
- 2) Affect the performance of CSC
- 3) Booking priority among CSCs



# PROGRAMME REPORT— Issues

## Problems / issue of programme report submission by CSCs

### 1. Entry fee payment reference

- No entry fee supporting documents
- Missing indication of entry fee for the designated programme in bank statement
- Entry fee breakdown is not match with the supporting documents (bank in slip / bank statement)  
e.g. Entry fee breakdown was HKD100 x 20 people = HKD2000 in the SSMS report but actual total participants are 61 people
- includes other fee in one payment transaction (Not met LCSD requirement as combining other payment in one transaction)

# PROGRAMME REPORT– Issues (Cont'd)

## 2. Participant attendance record with original of coach signature

- Did not sign name beside the coach's name as specimen for recognizing the signature
- Missing programme name and dates of training of the attendance
- Wrong dates and/ years of the training dates or mismatch with the pitch booking date
- Missing original signature of coach on **EACH** training date

## 3. Promotion materials/ channel supporting document for programme (e.g. poster, fb promotion, website)

- Missing attachment
- No entry fee has been shown on Promotion materials/ channel supporting document (If entry is applied)

# PROGRAMME REPORT– Issues (Cont'd)

## 4. Invoice & receipts

- Missing invoice and/ or receipts of PLI, printing fee, pitch fee expenses
- Pitch fee expenses supporting did not match with schedule training dates or in the report  
e.g. Pitch fee should be HKD278 x 8 session plus HKD168 x 4 sessions for night and morning session but it was HKD168 x 12 sessions in report

## 5. Staff remuneration record form

- Incorrect calculation
- Coach fee was lower than the **minimum pay rate**

\*\* 251/hr coach (Intermediate) and 128/hr (asst. Coach) **wef. 1 Aug 2022**

\*\* 263/hr coach (Intermediate) and 134/hr (asst. Coach) **wef. 1 Aug 2023**

**(1<sup>st</sup> of April 2023 – 31 July 2023** 251/hr coach (Intermediate) and 128/hr (asst. Coach) )

**(1<sup>st</sup> of August 2023 after** 263/hr coach (Intermediate) and 134/hr (asst. Coach) )

- Mismatch of payment of coach fee in ssms and supporting
- Wrong date of training dates

# REPORT STATUS

## 2023-2024

Under vetting - Follow up email will be sent to clubs soon

### REPORTS NOT YET RECEIVED

**DUTCH - 3 Reports**

**ELITE - 3 Reports**

**Gojra - 2 Reports**

## 2024 - 2025

REMINDER: Programme Application - Submission

# TIMELINE – Progress Report

## Step 5: Progress Report

For evaluating performance of CSCs annually (After all programme finished for the financial year)

Deadline: 10 May every year

**Outstanding – Not yet received**

**Dutch;**

**Elite;**

**Gojra;**

**Khalsa;**

**Sirius;**

**Valley**

**MUST SUBMIT BY 22 MAY 2024**

# PUBLICITY MATERIALS

CSC shall acknowledge HockeyHK as an assisting organisation and LCSD as a subsidising organisation by **displaying the official logo of the Government and the Department (LCSD) in all publicity materials** including publicity banners, posters, leaflets, booklets, invitation cards, press releases, prizes, souvenirs, etc., and advise LCSD on any publicity plan and design layout of such materials

Logos of the Government culture, sports and tourism programme and LCSD.



# REMINDER

- Course instructors should be recognised by the HockeyHK
- If the enrolment rate is less than 50% of the quota, the programme shall be postponed or cancelled
- Income derived from entry fees of each programme should account for 15% or above of the total expenditure of the programme
- CSC shall be advised to avoid any conflict of their private interest, whether past, present or future, with their official duties in CSC and declare any such conflict to CSC which shall report the same promptly to its NSA and LCSD
- CSCs are required to report to LCSD via their respective NSA any donations/sponsorship made to subsidised programmes for publication in the half-yearly LCSD magazine, the CSC Bulletin.
- All original copies/photocopies of receipts shall be affixed with the official seal of CSC. If the payment for certain items/services **exceeds \$3,000**, *receipts, accounts or relevant information* **must be countersigned by the Chairman and Secretary/Treasurer of CSC** for verification purpose
- Number of sessions for training programmes should not be reduced without justification

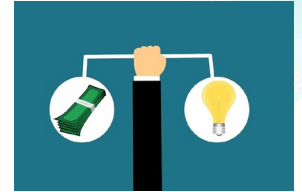
# REMINDER

- In case of purchasing any sports equipment using funding, prior approval from LCSD 2 months before Annual Plan submission deadline is REQUIRED
- Programme Application, report, Annual Plan – 2 level of endorsement
  - 1) Create-1<sup>st</sup> level
  - 2) submission by club official - 1<sup>st</sup> level
  - 3) endorsement by club official level – 2<sup>nd</sup> level
- Please check the submission status should be “submitted to NSA” for ensuring the submission is completed for HockeyHK for vetting



# FAILURE TO COMPLY WITH THE LCSD PITCH USAGE REQUIREMENT

- "No Show" ; Did not sign pitch; Failure to release pitch within 20 days
- Violation of LCSD pitch usage requirements would result in a penalty of a
  - 6-month suspension of advanced booking privileges for all pitches imposed on HockeyHK and its clubs
  - LCSD also has the right to cancel paid bookings with no refund for no show cases and other infringements
- Failure to comply with any LCSD pitch usage requirements will result in an immediate suspension of all future pitch bookings for the offending club for a period of 3 months
  - Second contravention occur within 6 months, more severe penalty of a 6-month suspension will be imposed
  - Any further violations will be liable for additional sanctions, including but not limited to exclusion from winter league participation or removal from the list of Community Sports Clubs
  - HockeyHK reserves the right to cancel all the paid bookings without refund to the offending club



# FAILURE TO COMPLY WITH THE LCSD PITCH USAGE REQUIREMENT (Cont'd)

- **Pitch Release**

- Clubs must provide a **3 weeks' notice for cancellation via email.**
- In the exceptional case, a 3 working days' notice before the booking date by telephone followed by email
- Cancellations outside of office hours, clubs must notify the ground office of the designated venue before the scheduled booking slot as well

# BOOKING DEADLINE

- According to newest LCSD Booking guideline, booking application within 3 months will not be accepted

Annual Booking application for the Financial year after next  
e.g. **Oct 2024** submit 2026-2027 Booking

2025 – 2026

**3<sup>rd</sup> June 2024 – Beyond schedule**

**1<sup>st</sup> Priority**

# Q & A

**SUPPORT**



THANK YOU