

I The Community Sports Club Project

A Background

Having a broad membership base, Community Sports Club (CSC) is an ideal breeding place for junior players. The CSC Project provides opportunities for the development of young athletes. It also nurtures volunteers to serve NSA and local community, thus fostering sports development at community level.

B Definition of CSC

A CSC, formed and managed by volunteers, is a non-profit making organisation aimed at promoting and strengthening sports development at community level.

C Objectives

The CSC Project helps NSA to promote the sports at community level. Its objectives are : -

- (1) to promote and strengthen the sports development for young players;
- (2) to enhance the standard of sports at community level; and
- (3) to encourage lifelong participation in sports.

LCSD will assist NSA in setting up their CSCs as well as providing financial support for organising CSC sports development programmes.

D Eligibility of Applicant Associations

To join the Project, a sports association must be : -

- (1) an NSA; and
- (2) an affiliated member of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).

NSA may recommend its affiliated sports club to join the Project provided that the club : -

- (1) is a non-profit making organisation whose objectives are in line with those of the CSC Project;
- (2) is a member of its NSA;
- (3) has registered under the Societies or Companies Ordinance;
- (4) has a club constitution;
- (5) has an effective committee structure;

- (6) has a long-term development plan and a year plan (including the schedule of regular practice/training and competition);
- (7) has at least 20 active members; and
- (8) has not joined the CSC Project through other NSAs before.

E Assessment Criteria

LCSD and NSA will assess applications in accordance with the following criteria : -

- (1) the club's target membership and the number of existing members;
- (2) the feasibility and cost-effectiveness of the club's year plan;
- (3) the club's partnership and relationship with its NSA;
- (4) the club's experience in organising activities;
- (5) whether the club can operate independently; and
- (6) the club's potential contribution to its NSA for the development of the sport.

F Application Procedures

Completed applications shall be submitted to the respective NSA for endorsement. Endorsed applications shall then be forwarded to the Community Sports Club Unit of the LCSD (address: Community Sports Section, 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, Hong Kong) for further processing.

Application form of the CSC Project (sample at **Annex 7.1**) is available at : -

- (1) District Leisure Services Offices under LCSD
- (2) LCSD website: <http://www.lcsd.gov.hk>; and
- (3) NSAs

G Support to NSA

LCSD, having taken into account the limited manpower and material resources of NSA, will provide financial support to NSA for coordinating the CSC Project. The financial support to NSA will cover expenses pertaining to the setting up of new CSCs and the monitoring of their affiliated CSCs. NSA is required to confirm that the coordinating work is actually performed in additional man-hour(s) for reimbursement. The funding ambit and the tasks involved are at **Annexes 7.2** and **7.3** respectively.

II Community Sports Club Subsidy Scheme (CSCSS)

A Objectives

CSCs will organise sports development programmes in order to raise the skill level of players, provide more competition opportunities for CSC members and promote volunteer services in sports. Subsidies will be granted to CSCs through the respective NSA to encourage CSCs to actively assist the NSA in the promotion and development of sports at community level. Based on “the user pays” principle, CSCs shall pay their operation expenses and most of the cost of organising programmes.

B Eligibility for CSCSS

- (1) CSCs are eligible to apply for subsidy under CSCSS for organising sports development programmes, i.e. progressive training scheme, intermediate level training, inter-club sports competition and training of sports officials, etc.
- (2)
 - (i) Each CSC may submit to its NSA up to six applications for subsidy annually, which usually include four applications for training/fun days and two applications for inter-CSC sports competition (with at least 4 CSCs participating in the competition). The maximum subsidy for each application is HK\$26,000.
 - (ii) On top of item (i) above, the CSC is eligible to submit annually four additional applications for subsidy under the CSC Enhancement Programme under which the sports programmes shall be organised at LCSD’s sports facilities during non-peak hours or when the average usage rate of these facilities is below 30% during peak hours. The maximum subsidy for each application is HK\$26,000.

Non-peak hours: Monday to Friday (7am to 6pm)
Saturday (7am to 1pm)
Except public holidays and Sundays, and
all sessions in July and August

(Remarks: CSC Enhancement Programme is not applicable to programmes organised at swimming pools or/and those held in July and August.)
- (3) The amount of subsidy for each application will be determined on a case-by-case basis and will be granted on a deficit-financing basis.
- (4) In determining the amount of subvention to be granted for a particular CSC programme, LCSD will take into account both the estimated income that can be derived from the programme as well as the maximum subsidy level for the eligible expenditure. For related calculations, please refer to Part (III) of LCSD Community Sports Club Subsidy Scheme Application Form at **Annex 7.4**.
- (5) The subsidy level depends on the nature and target groups of the programme. The subsidy level and eligible items are at **Annex 7.5**.

C Roles of the NSA

In the development of CSCs, NSA plays the following roles : -

- (1) to identify potential clubs for CSC Project;
- (2) to coordinate the establishment of new CSCs;
- (3) to advise CSCs on club management and programme planning;
- (4) to provide technical support for CSCs for organising sports development programmes;
- (5) to coordinate applications for block booking of LCSD's facilities submitted by CSCs ("Guidelines for Booking of Venues from CSCs" and "Application Form for Booking of Venues from CSCs" are at **Annexes 7.6** and **7.7** respectively);
- (6) to coordinate applications for subsidy under CSCSS of LCSD and advise on the expenditure on programmes organised by CSCs;
- (7) to compile an annual forecast of CSC programmes for the annual plan to LCSD according to the procedures set by the Sports Funding Office;
- (8) to set quantitative performance target(s) in the annual plan to LCSD;
- (9) to vet applications and advise CSCs the amount of subsidy based on their applications initially approved by the LCSD;
- (10) to ensure that CSCs, during the course of implementing CSC subsidised programmes, comply with the Code of Conduct, Accounting Guidelines (for terms applicable to Community Sports Club) and Procurement Guidelines which are set by the respective NSA and deposited with the Government of the Hong Kong Special Administrative Region (the Government), in respect of the approval mechanism and declaration system to avoid any conflict of interest;
- (11) to ensure that the public liability insurance policy for CSC subsidised programmes has been taken out by NSA or CSCs in the joint names of the Government with the respective NSA and CSCs as insured parties before implementation of the programmes;
- (12) to supervise subsidised programmes and submit a supervision report to LCSD after completion of these programmes;
- (13) to certify and endorse the Programme Report (Community Sports Club Project) prepared by CSCs and submit the Report to the LCSD by the end of second month in the coming quarter according to the procedures set by LCSD; and
- (14) to submit an auditor's report with information about subsidised CSC programmes annually to LCSD according to the procedures set by LCSD.

D Support to NSA

LCSD will give financial support to NSA for offering technical support to CSCs for organising sports development programmes. NSA is required to confirm that the coordinating work is actually performed in additional man-hour(s) for reimbursement. The funding ambit and the tasks involved in sports development programmes are at **Annex 7.8**.

E Support to CSCs

LCSD will provide the following technical and financial support for CSCs through their respective NSA : -

- (1) to give technical support and advice regarding the management of CSCs and the organisation of sports development programmes;
- (2) to organise workshops and seminars on the management of sports clubs and technical aspects of the respective sport for members of CSCs;
- (3) to grant funding to CSCs for the organisation of community sports development programmes;
- (4) to promote CSC activities through the publication of the CSC Bulletin and publicity leaflets;
- (5) to give priority booking of LCSD's facilities for organising CSC sports development programmes; and
- (6) LCSD may, as far as practicable, assist CSCs in the following ways : -
 - (i) to assist in distributing leaflets and displaying notices and posters for CSC programmes organised at LCSD's venues;
 - (ii) to allow venue-based CSCs to use the notice board of the venue for posting club information;
 - (iii) to provide CSCs with storage area for the sports equipment required for the programmes organised at LCSD's venues; and
 - (iv) to provide space for hanging up publicity banners for programmes subsidised by LCSD.

F Assessment Criteria

Upon considering CSC's application for subsidy, LCSD will take into account the following : -

- (1) the endorsement and recommendation of the proposed programmes submitted by its NSA;
- (2) the comprehensiveness, creativity and feasibility of the programmes;
- (3) the number of target participants;
- (4) the applicant's experience in organising similar programmes;
- (5) the availability of qualified coaches and volunteer helpers;
- (6) if CSC programmes have already been included in the annual plan submitted to LCSD through NSA; and
- (7) the possibility of effecting a public liability insurance policy in the joint names of the Government with the respective NSA and CSC as insured parties before implementation of the programmes in either way listed below : -

- (i) NSA to effect a public liability insurance policy for all CSC subsidised programmes listed in Appendix I under the CSC Programme of the Subvention Agreement with LCSD; and to advise the new CSC set up in a specific year to effect a public liability insurance policy for which CSC subsidised programmes have not been included in the Appendix I at the beginning of each financial year; or
- (ii) CSC to effect a public liability insurance policy for all the subsidised programmes under CSCSS.

G Application Procedures

For CSCs

- (1) Application forms for CSC Subsidy Scheme (sample at **Annex 7.4**) are available at : -
 - (i) NSAs;
 - (ii) Community Sports Club Unit of LCSD;
(address: Community Sports Section, 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, Hong Kong); and
 - (iii) LCSD website: <http://www.lcsd.gov.hk>
- (2) CSCs shall submit an annual plan to their respective NSA in August every year for approval through SSMS. Applications with detailed programme proposals and expenditure breakdowns shall be sent to their respective NSA at least 4 months before the commencement dates of their proposed programmes for further processing.
- (3) If a separate public liability insurance policy is taken out by a CSC, CSC shall make a declaration in Part (IV) of the application form (**Annex 7.4**) and submit a copy of the policy to its NSA for vetting two weeks before the implementation of the programme. Failure to do so will lead to the forfeiture of the approved subsidy.

For NSA

- (1) NSA is required to follow the procedures of application for subsidy set by the Sports Funding Office.
- (2) Upon receiving applications for subsidy from CSCs, NSA shall vet and endorse CSC programmes on a project basis. The eligible items and ceilings of the subsidies shall be consistent with those established by LCSD through SSMS for CSC programmes.
- (3) After endorsing applications for subsidy from CSCs, NSA shall inform CSCs of the approved budgets and send a relevant copy to LCSD for reference and record.
- (4) If NSA has taken out a public liability insurance policy, it shall provide a copy of the policy to LCSD before the implementation of the programme for record purpose and provide a copy to CSC concerned upon request.
- (5) The terms and conditions of CSC Subsidy Scheme will be issued to CSCs prior to the commencement of the programmes (sample letters at **Annex 7.9(a)** for public

liability insurance policy to be taken out by NSA and **Annex 7.9(b)** for public liability insurance policy to be taken out by CSCs).

H Conditions of Grant

The conditions of grant are as follows : -

- (1) CSC receiving the subsidy shall acknowledge its NSA as an assisting organisation and LCSD as a subsidising organisation by displaying the official logo of the Government and the Department 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;
- (2) CSC shall not make any profit out of the programmes;
- (3) the subsidised programmes shall not be used for any personal publicity;
- (4) CSC shall inform LCSD and its NSA of any accident within 12 hours of its occurrence. The accident report form is at **Annex 5.1(b)** of Chapter V Programme Expenses;
- (5) CSC shall fax/mail the participant lists to LCSD and its NSA at least one week before the commencement of the programmes for record purpose (sample at **Annex 7.10**);
- (6) to ensure the quality of the programmes, instructors/persons-in-charge of the programmes are advised to inform the participants in the first lessons that if they have any opinion or suggestion about the programmes, they may contact the organisers, the respective NSA or LCSD;
- (7) the course instructors shall be recognised by the CSC's parent NSA;
- (8) CSC shall follow the Code of Conduct, Accounting Guidelines (for terms applicable to Community Sports Club) and Procurement Guidelines which are set by its NSA and deposited with the Government, in respect of the approval mechanism and declaration system, to avoid conflict of interest. Failure to do so will lead to the forfeiture of the approved subsidy;
- (9) representatives of LCSD and NSA reserve the right to attend any preparatory meetings to monitor the progress of the subsidised programmes;
- (10) CSC shall notify LCSD and its NSA of any changes to details, such as the date, time and venue of the programmes for which grants have been given;
- (11) if the enrolment rate is less than 50% of the quota, the programme shall be postponed or cancelled;
- (12) the income derived from entry fees of each programme is suggested to account for 15% or above of the total expenditure of the programme;
- (13) a public liability insurance policy for LCSD subsidised programme in the joint names of the Government with the respective NSA and CSC as insured parties shall be effected either by (i) the NSA or (ii) the CSC before the implementation of the programmes : -

- (i) if NSA has taken out a public liability insurance policy, it shall provide a copy of the policy to LCSD before the implementation of the programme for record purpose and a copy to CSC concerned upon request;
 - (ii) if a separate public liability insurance policy is taken out by CSC, a declaration shall be made during the submission of the application form and a copy of the policy submitted to its NSA for vetting two weeks before the implementation of the programme. Failure to do so will lead to the forfeiture of the approved subsidy;
 - (iii) LCSD shall not be made liable for any claims, demands or liabilities associated with the organisation of programmes; and
 - (iv) CSC shall indemnify LCSD against all actions, proceedings, claims, costs and expenses whatsoever in respect of any injury or death arising out of the programmes for which LCSD is not liable;
- (14) when organising subsidised programmes, CSC shall observe the laws and ordinances of the Government, such as the Prevention of Bribery Ordinance, the Immigration Ordinance, the Personal Data (Privacy) Ordinance, the Employment Ordinance, the Mandatory Provident Fund Schemes Ordinance, the Minimum Wage Ordinance and the Copyright Ordinance; and
- (15) members of 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.

I Commercial Sponsorship

- (1) Please refer to the chapter on Sponsorship and Publicity for details.
- (2) 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.

J Arrangements during Inclement Weather

Suggested guidelines for the handling of CSC subsidised programmes during inclement weather are at **Annex 7.11**.

K Preventive measures to protect instructors, sports officials and participants from heat stroke at work / during the class

NSAs and CSCs shall take preventive measures in accordance with the Labour Department's current guide on heat stroke prevention to protect instructors, sports officials and participants from heat stroke at work / during the class. Please refer to item 17 at Annex 5.1 (a) of Chapter V for details and appropriate follow-up action.

L Programme Report

Before reimbursement of programme expenses to CSCs, the respective NSA shall check whether CSCs have complied with the following requirements : -

- (1) a Programme Report (CSC Project) (**Annex 7.12**), an attendance record of participants, all original receipts, photographs and publicity materials relating to the programme shall be forwarded to the NSA within one month after the completion of each subsidised programme. Failure to do so may lead to the forfeiture of the approved subsidy. NSA is required to vet, complete and submit the Programme Report (CSC Project) to LCSD through SSMS according to the procedures set by the Sports Funding Office;
- (2) the Programme Report (CSC Project) shall be affixed with the official seal and certified by the Chairman/Treasurer of CSC;
- (3) 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, then the receipts, accounts or relevant information shall be countersigned by the Chairman and Secretary/Treasurer of CSC for verification purpose;
- (4) the number of sessions for training programmes should not be reduced without justification;
- (5) pay rate to part-time staff should be no less than LCSD's standard pay rate; and
- (6) LCSD reserves the right to inspect the accounts of CSC by examining the supporting vouchers of the subsidised programmes.

To avoid any delay of payment to CSCs, NSA shall disburse the payment to CSCs within six weeks after receiving the Programme Report (CSC Project) from CSCs and all original receipts for each programme. Acknowledgement receipts shall be signed by CSCs and returned to the respective NSA after receiving the reimbursement (sample letter at **Annex 7.13**).

For the payment and accounting procedures of subvention to NSA, please refer to the chapter related to these procedures set by the Sports Funding Office.

M Programme Evaluation

Being the parent associations of CSCs, NSA perform a significant role in offering advice to and monitoring the performance of their affiliated CSCs. To enable LCSD to assess the performance of the subsidised programmes so as to ensure that the subsidies are used in a cost-effective manner, NSA are required to submit supervision reports and give comments on the Programme Report (CSC Project).

N Monitoring System for the Performance of CSCs

LCSD/NSA

LCSD/NSA is/are required to : -

- (1) supervise the subsidised programmes organised by CSCs and complete Part V (i.e. supervision report) of the Programme Report (CSC Project) (**Annex 7.12**);
- (2) assess the performance targets (e.g. number of programmes to be organised and number of participants to be enrolled etc.) as listed in the Programme Report (CSC Project) of subsidised programmes organised by CSCs;

- (3) attend the preparatory meetings for the subsidised programmes as and when necessary, supervise the activities organised by CSCs and attend the Annual General Meeting of CSCs;
- (4) ensure that the subsidies granted to CSCs are used appropriately for the benefit of the public; all vouchers are checked and endorsed by the respective NSA;
- (5) assess CSCs' performance according to the information provided in the annual progress reports (**Annex 7.14**), including : -
 - (i) the number of sports development programmes organised;
 - (ii) change in the number of members;
 - (iii) the number and types of programmes organised;
 - (iv) provision of volunteer services to the respective NSA or other agencies;
 - (v) the number of CSC members who took part in open competitions;
 - (vi) the achievement of CSC members in open competitions;
 - (vii) the number of qualified coaches and officials provided;
 - (viii) the number of members who attended workshops/talks/training courses on management and technical skills; and
 - (ix) the number of participants trained to the intermediate level or above.
- (6) recommend CSCs' applications for priority bookings of LCSD's facilities to organise non-subsidised programmes : -
 - (i) NSA should check : -
 - a. Whether the use of facilities by CSCs meets the objectives of the CSC Project;
 - b. Whether the programmes are part of the scheduled regular training activities;
 - c. Whether charges of proposed activities are reasonable and the activities meet the non-profit making criterion; and
 - d. Assessment of CSCs' past performance with reference to the information in the annual progress reports (**Annex 7.14**).
 - (ii) NSA should coordinate all CSC priority booking applications and keep copies of corresponding applications. Related copies should be forwarded to LCSD well in advance of the date of using the facility.

- (iii) LCSD and NSA should carry out programme inspections to make sure that the facilities are effectively used.
- (iv) The “Code of Practice” on Booking of LCSD Facilities (**Annex 7.16**) should be given to CSCs when they apply for priority bookings of LCSD’s sports facilities.
- (v) NSA should cease to recommend their CSCs’ priority bookings should there be any proven abusive use of the facilities and CSCs fail to show rectification upon advice.

CSCs

- (1) Each CSC is required to prepare and submit the following : -
 - (i) an annual progress report (sample at **Annex 7.14**);
 - (ii) an annual plan of programmes (sample at **Annex 7.15**);
 - (iii) an application for each subsidised programme (sample at **Annex 7.4**); and
 - (iv) a Programme Report (CSC Project) (sample at **Annex 7.12**), together with an attendance record of participants (sample at **Annex 7.10**) and all original receipts, photographs and publicity materials related to the programme.
- (2) Each CSC is required to observe the “Code of Practice” on Booking of LCSD Facilities for CSCs (**Annex 7.16**).