Application No.:	
Verified and signed by:	Date:

Leisure and Cultural Services Department One-off Grant to Registered Sports Coaches

Application Form

Important points to note

- Applicants should be Hong Kong residents with valid proof of registered coaches, issued by recognised National Sports Associations (NSAs)/ recognised Sports Organisations (SOs), on the application date.
- 2 Applicants should have performed the duties of sports coaches from 1 April 2019 to 31 March 2020 and are required to provide relevant documentary proof.
- Applicants should not apply simultaneously for the relief grant administered by the Education Bureau (EDB), Labour and Welfare Bureau (LWB) and/or Social Welfare Department (SWD) for interest class instructors under the second round Anti-epidemic Fund. Otherwise, their applications may be disqualified.
- **Applicants should read the Guide to Application before completing this form** and follow the guidelines accordingly. The relief grant approved will be released about 1 month after receipt of the eligible applications.
- Completed application forms should be submitted by post to the Sports Funding Office, 3/F, Leisure and Cultural Services Headquarters, 1-3 Pai Tau Street, Sha Tin, New Territories with "One-off Grant to Registered Sports Coaches" marked on the envelope, or in person to our respective District Leisure Services Office on or before 15 June 2020. Each applicant should only submit ONE application. If a coach has been registered with different NSAs/ SOs, he/she can only apply as the registered coach of one NSA/SO. Duplication may lead to disqualification.

A. Personal Data			
Name of Applicant (same as the one on the Hong Kong Identity Card and the English name			
provided will be used as the payee name on the cheque)			
(Chinese) (English)			
Hong Kong Identity Card No.	Local Mobile Phone No.		
(For submission by post, a copy of the identity card should be	(Application result will be notified via SMS)		
attached. For submission in person, either the original or a			
copy of the identity card is required for checking by staff.)			

Mailing Address (The cheque will be mailed to the applicant at the address below)			
Flat/Room Floor Block/Tower			
Name of Building/Estate			
Number and Name of Street (or Village)			
District ☐ Hong Kong ☐ Kowloon ☐ New Territories			
B. Coaching Qualifications			
i. Qualifications attained:			
ii. NSA/SO with which the coach is registered:			
iii. Year of Registration:			
C. Declaration of Coaching Job(s)			
I, the undersigned, hereby declare that I performed coaching job(s) from 1 April 2019 to 31 March			
2020. Details are as below:			
i. Name of organisation(s)/service target(s): ii. Month(s) of Service:			
[Please ✓ the appropriate □ below]			
☐ The documentary proof for items (i) and (ii) is attached OR			
☐ I am self-employed and unable to provide the documentary proof for items (i) and (ii). I			
understand that I may need to provide other supplementary information upon request by the			
LCSD.			

D. Declaration by the Applicant (Please read all listed items below and ✓ all □, failing which your application may be delayed.)		
☐ I, the undersigned, declare that I have not applied for the same relief grant using the identity of a registered coach of other NSAs and SOs.		
☐ I hereby declare that I have not submitted any application to the EDB, LWB and/or SWD in respect of the relief grant scheme for interest group and class instructors under the second round Anti-epidemic Fund.		
Anti-epidemic Fund. I hereby declare that the information provided in this applicant form and other information already/likely to be submitted in respect of my application for the One-off Grant to Registered Sports Coaches is true and correct. I understand that if I knowingly provided inaccurate information, made false representations or withheld any information, I will be liable to the following consequences: (i) I may be disqualified from application; (ii) I must return all one-off grant received; (iii) I may be prosecuted; and (iv) the Government may resort to civil litigation to recover all one-off grant issued to me. I hereby declare that I have read and understand fully the details of this application form, the Guide to Application and the Personal Information Collection Statement. I agree to abide by		
the terms and conditions stipulated therein Signature of Applicant	Name of Applicant	
	Date	
For Applicants Aged Under 18) ignature of Applicant's Guardian/Parent	Name of Applicant's Guardian/Parent	
	Date	

Personal Information Collection Statement

Purposes of Collection

1. The personal data¹ supplied by you will be used by the LCSD and the NSAs/SOs commissioned by the Government to process the applications for the One-off Grant to Registered Sports Coaches Scheme, including but not limited to assessing and/or investigating your eligibility under the Scheme, monitoring and reviewing of the Scheme, handling complaints related to the Scheme, conducting research and surveys, preparing statistics and discharging statutory duties. The provision of personal data to the LCSD is voluntary. However, if you fail to provide the personal data requested of you, the LCSD may not be able to process your application.

Classes of Transferees

- 2. The personal data you provide will be made available to persons working in/for the LCSD on a need-to-know basis. Apart from this, they may be disclosed to the parties or in the circumstances listed below for the purposes mentioned in paragraph 1 above –
- a. Other parties (e.g. EDB, Home Affairs Bureau, LWB, SWD, NSAs and SOs, etc.) if they are involved in:
 - i. processing and/or assessing any application from you to the LCSD mentioned in paragraph 1 above;
 - ii. the provision of assistance to you by the LCSD mentioned in paragraph 1 above; or
 - iii. monitoring and reviewing of your application to the LCSD mentioned in paragraph 1 above or preparing statistics²;
- b. Complaint handling authorities such as the Office of the Ombudsman, the Office of the Privacy Commissioner for Personal Data, the Legislative Council, etc. if they are handling complaints about the Scheme;
- c. Where such disclosure is authorised or required by law; or
- d. Where you have given your prescribed consent to such disclosure.

Access to Personal Data

3. You have the right to request access to and correction of your personal data held by the LCSD in accordance with the Personal Data (Privacy) Ordinance, Cap 486. A fee is charged for supplying copies of personal data. Requests for making access to or correction of personal data collected by the LCSD should be addressed to –

Post title: Departmental Data Protection Officer

Address: 13/F, Leisure and Cultural Services Headquarter, 1-3 Pai Tau Street, Sha Tin, New Territories.

Website: https://www.lcsd.gov.hk/en/info_pdo.html

² The statistics or research results obtained will not be released or made available to a third party in a form that identifies the data subjects or any of them.

For Official Use by LCSD Staff (Sports Funding Office) Only		
Date of Receipt	Application No. (According to NSA category)	
Verified by (Signature)	Verified by (Name and Post)	
	Date	

¹ Under the Personal Data (Privacy) Ordinance, Cap. 486, personal data means any data –

⁽a) relating directly or indirectly to a living individual;

⁽b) from which it is practicable for the identity of the individual to be directly or indirectly ascertained; and

⁽c) in a form in which access to or processing of the data is practicable.