

For Official Use	
No.	Date

**APPLICATION FOR USE OF
LEISURE AND CULTURAL SERVICES DEPARTMENT
(LCSD) SWIMMING POOLS**

- (1) Name of Applicant : (English)
(Chinese)
- (2) Postal Address : Tel. No. : Fax No. :
- (3) Name of Affiliated Organization. :
- (4) * Registration Certificate/Identity Card No. :
- (5) Name of Swimming Pool Complex Required :
- (6) Facilities required :
(tick wherever appropriate)

Pool/Lanes (except for swimming gala, only ONE type of pool/lanes may be selected for each application)

- Main/Secondary* Pool []
 () 50 M Lanes in the Main/ Secondary* Pool []
 () 25 M Lanes in the 25 M Pool []
 Diving Pool []
 Training/Teaching Pool []
 Half of Children Pool []

Use of 25 M lanes in the 25 M pool of Shing Mun Valley Swimming Complex is only permitted during sessional breaks

Other Facilities/Equipment

- P.A. System []
 Lane Divider []
 Starting Horn []
 Electronic Timing Equipment []
 Portable Starting Platform []
 Spectator Stand []
 Others : []

- (7) Purpose of use : (Please tick in the appropriate box)
- (a) Swimming*lesson / training for :
 (i) novice and non-swimmers []
 (ii) stroke improvement []
 (iii) advance training []
 (b) Swimming Competition []
- (c) Life-saving training []
 (d) Life-saving examination []
 (e) Underwater activities []
 (f) High board diving []
 (g) Others: []

(8) Period of use (should not last for more than 2 months):
 From : _____ To : _____

Date	Day	Time		Remarks
		From	To	
	Sun			
	Mon			
	Tue			
	Wed			
	Thu			
	Fri			
	Sat			

(9) For hiring of whole main pool -

(a) Anticipated number of persons attending :
 Competitors _____ (Nos.) Spectators _____ (Nos.)

(b) If there are admission charges for spectators, please give full details of the number and price of admission tickets to be issued.

(10) Please state whether you can provide qualified lifeguards on duty during the period of hire.
 * Yes/No

If yes, please state the number _____.

(11) Do you charge the participants? _____ * Yes/No

If yes, how much?
 \$ _____ per person

(12) Name of person in charge during use : _____
 * Mr / Miss / Mrs _____ Position Held : _____

HKID Card No. : _____ Tel. No. : _____

(13) Particulars of coach(es) in charge of swimming lessons/training or underwater activities during use (Schools should complete Annex A-1 instead of item (13)) :-

(a) Name : * Mr / Miss / Mrs _____

(b) HKID Card No. : _____

(c) Is the coach a holder of one of the following valid teacher / coach qualifications?
 *Yes/No (If yes, please tick the appropriate box below)

For Swimming lessons / training :

(i) Swimming Teacher's Certificate issued by the HK Amateur Swimming Association

(ii) Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK)

- (iii) Level 1 Coaches Certificate issued by the HK Swimming Coaches Association and endorsed by the HK Amateur Swimming Association

For Underwater Activities

HK Underwater Association Instructor Certificate

- Note: (i) Enclose a copy of the above-mentioned qualification (s) with this application form.
- (ii) Any person not in possession of one of the above-mentioned respective qualifications is not permitted to conduct swimming lessons/training or underwater activities respectively in LCSD swimming pools.
- (iii) Any person in possession of the qualification which are not on the list above should seek the endorsement from the respective authorized associations in Hong Kong to certify the qualifications in their own accords.
- (iv) Incomplete and inaccurate information, either intentionally or unintentionally, will render this application void.

(14) Date of last hiring and name of pool : _____

‘*’ Delete where inapplicable

If this application is approved, I hereby undertake on behalf of

to meet, on demand by LCSD, all charges and additional charges arising from the hiring, and to meet the cost of repairing any damage caused and of repairing or reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged or destroyed, stolen or removed during this function.

I have read and undertake to observe, the Terms and Conditions of Hire attached to this form relating to Swimming Pools and agree to indemnify LCSD in accordance with the Terms and Condition of Hire, in respect of all actions, proceedings, claims or demands arising out of any accident, death, injury, loss or damage which may occur in the Swimming Pool during the period of hire.

** Signature : _____
Name in BLOCK letter : _____
Position held : _____
Name of organization : _____
Date : _____

Official chop/seal : _____

** For school applications, this part should be signed by the School Head personally.

FOR AFFILIATED CLUB or GROUP OF HKASA / HKLSS / HKSR / HKCU /
HKTriA / HKSAM / HKSAP / HKUA / SWD / NATIONAL SPORTS ORGANIZATIONS /
DISTRICT SPORTS ASSOCIATIONS

This application is vetted and recommended by :

Signature : _____

Name in block letter : _____

Position held : _____

Name of Parent Association : _____

Official chop/seal : _____

Date : _____

Note : (1) The provision of your personal information in this form is obligatory. If you do not provide the requisite personal information, LCSD may not be able to process your application.

(2) Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.

(3) Apart from those staff duly authorized by LCSD, no one will be given access to your personal information.

(4) You may contact the district staff who process your case to correct or access your own personal data.

REV 8/2001

LCS(AV)8 : Application For Use of (LCSD) Swimming Pools

Annex A-1

School Swimming Lessons / Training

PE Teacher(s) / Swimming Coach(es) in charge of the School Swimming Lessons / Training Sessions :

Name of PE Teacher(s) / Swimming Coach(es)	(1)	(2)	(3)
ID Card No.			
Lifesaving Award			
Year Obtained			
Issued By			

- Note : (i) PE teacher(s) or swimming coach(es) not in possession of the Bronze Medallion (or higher level) issued by the Hong Kong Life Saving Society is/are not permitted to conduct school swimming lessons / training activities in LCSD swimming pools.
- (ii) Only the students of the school that has hired the pool/lanes are allowed to use the pool facilities during the session(s) booked. The School Head should ensure that there will not be abuse or commercial use of pool facilities concerned by other organizations in the name of his/her school.
- (iii) This form should be signed by the School Head personally with the school chop affixed.
- (iv) School Head should verify the qualification(s) of the PE teacher(s) / swimming coach(es) of his / her school before signing this form.

School Head's signature : _____

Name of School Head : _____

School chop : _____

Date : _____

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