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本署檔號 OUR REF: (121) in LCSD LS SD SSP/23-9/1 (01) Pt.5
來函檔號 YOUR REF:

1st March 2024

Dear Principals,

Leisure and Cultural Services Department – School Sports Programme
Guided Tours during the “Cathay/HSBC Hong Kong Sevens”(Revised)

To enhance students’ knowledge of and interest in rugby, and to encourage them to appreciate the sport, the Leisure and Cultural Services Department (LCSD) and the Hong Kong, China Rugby (HKCR) will arrange guided tours during the Cathay/HSBC Hong Kong Sevens on 5 April 2024 for students to feel the spectacular atmosphere at such an international premier event.

Your school is cordially invited to participate in the above activity, the information and application form of which are enclosed herewith. If interested, please return the completed application form to the office of the School Sports Programme Unit of the LCSD by fax on 2684 9076 **by 15 March 2024 (Friday)** for arrangements.

Details of the activity are as follows:

Activity : Guided tours during the Cathay/HSBC Hong Kong Sevens
Date : 5 April 2024 (Friday)
Time : Admission Period – 10:00a.m. - 6:30p.m.
(Teachers and students of the same school must enter the venue together. Each school will only be allowed to be admitted once.)
Guided Tour 1 – 10:20a.m. - 12:00noon
(Around 1 hour 30 mins for Guided Tour 1)
Guided Tour 2 – 2:00p.m. - 4:00p.m.
Event – 10:30a.m. to 9:15p.m.
Tt : Hong Kong Stadium, 55 Eastern Hospital Road, So Kon Po, Hong Kong

- Arrangements of Guided Tours : Guided Tour 1
- Docents will be assigned by the HKCR to provide guided tour services for schools, leading participants to visit various places in the Stadium including its floors, player changing rooms and the gateway to the Stadium
- The quotas for Guided Tour 1 are 220, with 22 for each school (including 2 teachers-in-charge).**
- Guided Tour 2
- Docents will be assigned by the HKCR to provide guided tour services for schools, introducing to participants the rules of rugby sevens and its commonly used jargon.
- Fee : Free of charge
- Quota : A limited quota to be allocated on a first-come-first-served basis
- (The LCSD has the right to adjust the quota allocated to each school in case of overwhelming responses.)
- Seating Arrangement : Free seating will be available in designated zones on a first-come-first-served basis. The LCSD will have a final say on how to arrange seats in light of the actual circumstances.
- Target : Primary and secondary students (Students must be accompanied by teachers)
- The teacher-to-student ratio should not be lower than 1:10 for primary schools and 1:20 for secondary schools
- Application Period : **From 1 to 15 March 2024**
- Transport Arrangements : Schools must make their own transport arrangements to and from the Hong Kong Stadium. Schools arranging for students to travel on a coach must apply for a “Vehicle Drop-off Permit” (only for pick-up and drop-off of participants on coaches) to the Organiser via the LCSD.
- “Vehicle Drop-off Permits” will be allocated on a first-come-first-served basis.
- Drop-off points, as well as arrival and departure times will be specified by the Organiser during the event. Details will be announced in due course.
- Given the traffic control to be implemented by the Police during the event, there will be traffic congestion in the vicinity of the Hong Kong Stadium. Such being the case, schools should arrange students to use public transport as far as practicable.**
- Tournament Schedule : The tournament schedule will be uploaded onto the website of the Cathay/HSBC Hong Kong Sevens before the event. Please visit <http://www.hksevens.com/> for details.
- Inclement Weather Arrangement : In the event that the Tropical Cyclone Warning Signal No. 3 or above, or the Red or Black Rainstorm Warning Signal is issued by the Hong Kong Observatory, or class suspension is announced by the Education Bureau two hours prior to the event, the guided tours will be cancelled.

Remarks : The LCSD will do photo-shoots/video-filming/arrange broadcasting during the event, and has the right to display/publish the event photos or videos via the Internet, the venues under the LCSD, dedicated websites and publications of the Organiser, as well as any other publicity channels, for the purpose(s) of promotion and/or record.

LCSD reserves the right to amend this prospectus, if found to be incomplete, at any time without further notice.

For enquiries, please contact our staff on 2601 7607 or 2601 7602.

(LAI Pui-yee)
for Director of Leisure and Cultural Services

To: School Sports Programme Unit, LCSD (Fax No.: 2684 9076) (Please return on or before 15 March 2024)

Guided Tours during the “Cathay/HSBC Hong Kong Sevens”

Date: 5 April 2024 (Friday) **Admission Time:** 10:00a.m. – 6:30pm **Venue:** Hong Kong Stadium

* Application Form and Declaration *

Name of School: _____

Name of Teacher-in-charge / Leader: _____ Contact Tel. No. / Mobile No.: _____

Fax No.: _____ Email of Teacher-in-charge / Leader: _____

* Please put a tick“✓” in the appropriate boxes below and fill in the number of participants/vehicles

1. Number of Participants and Option for Guided Tours

Total no. of participants _____(including _____students and teachers-in-charge)

(Teacher-to-student ratio must not be lower than 1:10 for primary schools and 1:20 for secondary schools) 1st 2nd
Priority Priority

1a) Our school’s teachers and students hereby sign up for the Cathy/HSBC Hong Kong Sevens and intend to **participate** in the Guided Tour 1.

1b) Our school’s teachers and students hereby sign up for the Cathy/HSBC Hong Kong Sevens and intend to **participate** in the Guided Tour 2.

1c) Our school’s teachers and students hereby sign up for the Cathy/HSBC Hong Kong Sevens but will **not participate** in the guided tours.

2. Admission and Departure Times (The LCSD has a final say on admission times in light of the actual circumstances)

Anticipated Admission Time: _____ Anticipated Departure Time: _____

3. Transport Arrangements (**Given the traffic control to be implemented by the Police during the event, there will be traffic congestion in the vicinity of the Hong Kong Stadium. Such being the case, schools should arrange students to use public transport as far as practicable**)

3a) Our school **will not** arrange vehicles for the participants.

3b) Our school **will arrange** _____ vehicle(s).
 requiring application for “Vehicle Drop-off Permits” *

Remarks :

1. All schools must report to the “Entrance for Guided Tours” at the Hong Kong Stadium with the confirmation letter bearing the chop of the LCSD.
2. All vehicles arranged for students on the event date must present the “Vehicle Drop-off Permits” issued by the Organiser for picking up/dropping off students at designated points. The “Vehicle Drop-off Permits” will be allotted on a first-come, first-served basis.
3. The information provided by schools will solely be used by the LCSD and the Hong Kong, China Rugby for the purposes of enrolment in the guided tours during the Cathy Pacific/HSBC Hong Kong Sevens, compilation of statistics, future contact and conduct of opinion surveys.
4. Schools **not receiving the Acknowledgment Receipt by 29 March 2024** should immediately contact the LCSD’s staff on 2601 7607, or the LCSD may not be able to process their applications, rendering it possible to exercise its right to reject such applications.

Declaration

I hereby declare that:

1. all participants have obtained the consent of their parents/guardians or the persons authorised by their parents/guardians to participate in the above activity, and that the participants are not suffering from any illness that renders them unfit for the activity.
2. during the above activity, the school, teachers and students will abide by the regulations and requirements implemented by the LCSD and the organiser.

Name and Signature of Principal : _____ School's Chop : _____ Date : _____

Acknowledgment Receipt (For Official Use only)

To: Principal (c/o Teacher-in-charge)

We hereby acknowledge receipt of your application form. Your application is now being processed.

(Department Chop)

School Sports Programme Unit
Leisure and Cultural Services Department