

本署專用 For Official Use	
編號 No.	收表日期 Receipt Date

附件 A(i)
Annex A(i)

申請須知：填寫申請表前，請先參閱「公眾游泳池設施預訂程序」及「康樂及文化事務署轄下公眾泳池租用條款和條件」。
(網址：<https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

Guidance Notes: Please read the “Guide to the Booking Procedure for Use of Public Swimming Pools” and “Terms and Conditions of Hire of Public Swimming Pools of the Leisure and Cultural Services Department” before completing this application form. (Website: <https://www.lcsd.gov.hk/tc/facilities/facilitiesbooking/procedure/swimpoolorganisation.html>)

註：(一) 此表格不適用於中央分線計劃的申請

Note: 1. The application form is not applicable to Central Lane Allocation Scheme.

(二) 遞交申請表時，請一併附上一個已付足郵費的回郵信封。

2. Please enclose a stamped and self-addressed envelope with this application form.

(三) 如以郵寄方式遞交申請表格，投寄前請確保郵件上已貼上足夠郵資。康文署不會接收任何郵資不足的郵件，而此等郵件將由香港郵政處理。有關郵費的計算，可參閱香港郵政網頁

http://www.hongkongpost.hk/tc/postage_calculator/index.html

3. To submit the application form by post, please make sure that all mail items bear sufficient postage. LCSD will not accept any underpaid mail items and such items will be handled by the Hongkong Post. For calculation of postage, please refer to the Hongkong Post's website (http://www.hongkongpost.hk/en/postage_calculator/index.html).

申請使用康樂及文化事務署(康文署)轄下的游泳池 Application for Use of Leisure and Cultural Services Department (LCSD) Swimming Pools

申請表 Application Form

(1) 申請人姓名：

Name of Applicant :

(2) 郵寄地址 Postal Address :

電話號碼 Tel No. : 傳真號碼 Fax No. :
() ()

(3) 申請團體資格 Eligibility of Application

(有關獲優先預訂場地資格的團體資格，請參閱「公眾游泳池設施預訂程序」。For details of organisations eligible for priority booking, please refer to “Guide to the Booking Procedure for Use of Public Swimming Pools”.)

☐ 優先使用者 Priority User

(必須為非牟利團體及租用游泳池設施舉辦非牟利活動。MUST be a non-profit-making organisation in nature and the hired swimming pool facilities are to be used for non-profit-making activities.)

☐ 非優先使用者 Non-Priority User

(4) 所屬團體名稱

Name of Organisation to which the Applicant belongs : _____

團體性質

Nature of Organisation :

☐ 政府部門 Government Department

☐ 學校 School

☐ 慈善團體 Charitable Institution^

☐ 非牟利 Non Profit-making^

☐ 牟利/商業 Profit-making / Commercial

☐ 其他(請列明) Others (Please specify) _____

^請提供證明文件 Please provide documentary proof (如申請團體已提交仍然有效的證明文件予申請租用的泳池辦事處，則無須重新遞交。If the document proof submitted to the pool office is still valid, re-submission of the document is not required.)

(5) *登記證／香港身份證號碼 (首 4 個數字)

* Registration Certificate/Hong Kong Identity Card No. (first 4 digits) :

(6) 擬租用的游泳池場館名稱

Name of Swimming Pool Complex Required :

(7) 所需設施 Facilities required :

(請在適當的括號內加上✓號) (tick wherever appropriate)

泳池／泳線 (除舉辦水運會外，每張申請表只能選擇同一類的泳池／泳線。)

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

- | | |
|---|-----------------------------|
| * 主／副池..... [] | * 其他設施／設備 |
| * Main/Secondary Pool | Other Facilities/Equipment |
| * 主／副池的()條 50 米泳線..... [] | 廣播系統..... [] |
| () 50 M Lanes in the * Main/Secondary Pool | P.A. System |
| 25 米泳池的()條 25 米泳線..... [] | 分線繩..... [] |
| () 25 M Lanes in the 25 M Pool. | Lane Divider |
| 跳水池..... [] | 起跳訊號笛..... [] |
| Diving Pool | Starting Horn |
| 訓練池／習泳池..... [] | 電子計時器..... [] |
| Training/Teaching Pool | Electronic Timing Equipment |
| 半個兒童池..... [] | 活動起跳台..... [] |
| Half of Children Pool | Portable Starting Platform |
| | 看台..... [] |
| | Spectator Stand |
| | 其他 _____ [] |
| | Others |

(8) 用途：(請在適當的方格內加上✓號) Purpose of use : (Please tick in the appropriate box)

- | | |
|-----------------------------------|-------------------------|
| (a) 為下述人士舉辦的*游泳課／訓練班 | (c) 拯溺訓練..... [] |
| Swimming *lesson / training for : | Life-saving training |
| (i) 初學者及不諳泳術者..... [] | (d) 拯溺考試..... [] |
| novice and non-swimmers | Life-saving examination |
| (ii) 泳術改良..... [] | (e) 潛泳活動..... [] |
| stroke improvement | Underwater activities |
| (iii) 高級訓練..... [] | (f) 高台跳水..... [] |
| advanced training | High board diving |
| (b) 游泳比賽..... [] | (g) 其他(請列明) _____ [] |
| Swimming Competition | Others (Please specify) |

(9) 租用期(不應超過兩個月) Period of hire (shall not last for more than 2 months) :

由： _____ 至： _____
From _____ To _____

日期 Date	星期 Day	時間 Time		備註 Remarks
		由 From	至 To	
	日 Sun			
	一 Mon			
	二 Tue			
	三 Wed			
	四 Thu			
	五 Fri			
	六 Sat			

- (10) 如租用整個主池，請填寫以下資料 For hiring of whole main pool -
- (a) 預計的出席人數 Anticipated number of persons attending :
參賽者 Competitors _____人(Nos.) 觀眾 Spectators _____人(Nos.)
- (b) 如須向觀眾收取入場費，請詳列入場券的數目及其票價。
If admission charges are to be charged on spectators, please give full details of the number and price of admission tickets to be issued.
-

- (11) 請註明你會否在租用期間提供合資格的救生員當值。
Please state whether qualified duty lifeguards will be deployed during the period of hire.
* 會 yes / 否 no
如果會的話，請註明人數 If yes, please specify the number : _____人(Nos.)
-

- (12) 此活動是否牟利？ Is the activity provided on a profit-making basis?
☐ 牟利活動 profit-making activity# ☐ 非牟利活動 non profit-making activity ##

#租用游泳池設施舉辦牟利活動，須繳付商業收費。
Commercial rates will be charged for profit-making activity.

##如屬非牟利活動，活動的收入應僅用於該活動，如有任何盈餘，只可保留用於該團體促進體育運動的發展。不得直接或間接轉移該活動的收入或盈餘予任何人士或該團體的任何成員。申請人須因應康文署要求，向康文署提交其經審核賬目或經執業會計師核實的帳目報表，以及康文署要求的任何其他資料。

Proceeds from non profit-making activity must only be spent for the purpose of the same activity. Any surplus generated from this activity can only be used by the same organisation for development of the sport. Income or surplus from this activity is not allowed to be directly or indirectly channelled to any person or any member of the organisation. Applicant shall, upon request of LCSD, submit to LCSD its audited accounts or statement of accounts audited by a certified public accountant and any other information requested by LCSD.

- (13) 活動中會否展示／使用／升起國旗／區旗及／或國徽／區徽？
Will the national/ regional flag and/ or national/ regional emblem be displayed/ used/ raised at the event?
☐ 會 yes ☐ 不會 no
-

- (14) 活動中會否奏唱國歌？
Will the national anthem be played or sung at the event?
☐ 會 yes ☐ 不會 no

(註：如會，你必須遵從相關法例，即《國旗及國徽條例》(文件 A401)、《區旗及區徽條例》(文件 A602)及《國歌條例》(文件 A405) 等訂明的規定，以及確保參加者亦遵從相關法例。租用人如欲於租用期間展示、使用或升起國旗／區旗及／或國徽／區徽，必須確保其設計遵守相關條例規定的規格，並事先向副行政署長提出書面申請（電郵：flags&emblems@csso.gov.hk；傳真：2804 6552）。處理時間視乎個別情況而定，一般而言，需要大約 3 至 4 個星期。詳情請瀏覽：

<https://www.elegislation.gov.hk/hk/A401>
(《國旗及國徽條例》)

<https://www.elegislation.gov.hk/hk/A602>
(《區旗及區徽條例》)

<https://www.elegislation.gov.hk/hk/A405>
(《國歌條例》)

有關國歌的標準曲譜及官方錄音，請參閱政制及內地事務局網頁：
https://www.cmab.gov.hk/tc/issues/national_anthem.htm

(Note: If yes, you have to comply with the requirements as stipulated in the concerned Ordinances, i.e. National Flag and National Emblem Ordinance (Instrument A401) Regional Flag and Regional Emblem Ordinance (Instrument A602), National Anthem Ordinance (Instrument A405), etc. and ensure that the participants comply with the Ordinances as well. Hirers who would like to display, use or raise the national / regional flag and/or national / regional emblem during their booked sessions should ensure that their designs are in compliance with the specifications set out in the respective Ordinances and prior written applications should be sent to the Deputy Director of Administration (email: flags&emblems@csso.gov.hk; fax: 2804 6552).

The processing time, which takes about 3 to 4 weeks in general, would depend on individual circumstances. For details, please visit:

<https://www.elegislation.gov.hk/hk/capA401>
(National Flag and National Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/capA602>
(Regional Flag and Regional Emblem Ordinance)

<https://www.elegislation.gov.hk/hk/A405>
(National Anthem Ordinance)

The standard score and the official recording of the national anthem can be found on the website of the Constitutional and Mainland Affairs Bureau: https://www.cmab.gov.hk/en/issues/national_anthem.htm

- (15) 在租用期間的負責人姓名 Name of person in charge during use :

負責人(A) Responsible person (A)

* 先生/小姐/女士/太太 職位
* Mr/Miss/Ms/Mrs Position Held: _____
香港身份證號碼(首四個數字) 電話號碼
HKID Card No. (First 4 digits): _____ Tel. No.: _____

負責人(B) Responsible person (B)

* 先生/小姐/女士/太太 職位
* Mr/Miss/Ms/Mrs Position Held: _____
香港身份證號碼(首四個數字) 電話號碼
HKID Card No. (First 4 digits): _____ Tel. No.: _____

- (16) 在使用游泳池期間，負責游泳班／訓練或潛泳活動的教練的資料
(學校須填妥**附錄 A-1**，無需填寫此項)

Particulars of coach(es) in charge of swimming lessons/training or underwater activities during the period of use
(Schools shall complete **Appendix A-1** instead of item (16))

教練(A) Coach (A)

(a) *先生/小姐/女士/太太: (b) 香港身份證號碼(首四個數字)
*Mr/Miss/Ms/Mrs: _____ HKID Card No. (First 4 digits): _____

- (c) 教練是否具備**附錄 A-2** 列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor/ coach qualifications listed in the **Appendix A-2**?

* 是 yes / 否 no (如果是的話，請在**附錄 A-2** 的適當方格內加上✓號)
(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

教練(B) Coach (B)

(a) * 先生小姐/女士/太太: (b) 香港身份證號碼(首四個數字)
* Mr/Miss/Ms/Mrs: _____ HKID Card No. (First 4 digits): _____

- (c) 教練是否具備**附錄 A-2** 列出的其中一項有效的導師／教練資格？

Is the coach a holder of one of the valid instructor / coach qualifications listed in the **Appendix A-2**?

* 是 yes / 否 no (如果是的話，請在**附錄 A-2** 的適當方格內加上✓號)
(If yes, please put a ✓ in the appropriate box in **Appendix A-2**)

- (17) 租用人在泳池暫停開放予公眾人士時段內租用泳池設施，請提供教練／導師所持的有效拯溺資格證書資料(有關認可拯溺資格，請參閱**附錄 A-2**。):

In circumstances when members of the public are excluded from the swimming pool complex, please provide information of the valid life-saving qualification of the coach/instructor (For details of the recognised life-saving qualifications, please refer to **Appendix A-2**):

(學校須填妥**附錄 A-1**，無需填寫此項) (Schools shall complete **Appendix A-1** instead of item (17))

教練／導師姓名 Name of coach(es)/instructor(s)	拯溺資格 Lifesaving qualification	有效年份截至 Year expired	頒發機構 Issued by
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註： 租用人在泳池暫停開放予公眾人士時段內租用泳池設施，租用人所聘請的教練／導師必須具備認可的教練資格，並持有有效的拯溺證書(由中國香港拯溺總會發出的銅章或以上)，否則不得在本署轄下的游泳池進行游泳課／其他訓練班的活動。

Note: In circumstances when members of the public are excluded from the swimming pool complex, the coach(es)/instructor(s) hired by the Hirer shall possess recognised coaching qualifications and shall be a holder of the Bronze Medallion (or higher level) issued by the Hong Kong China Life Saving Society, otherwise the coach(es)/instructor(s) is/are not permitted to conduct any lessons/training activities in LCSD swimming pools

(只適用於靈活運用泳池設施試驗計劃 (計劃) 下的泳池)

(Only applicable to public swimming pools under the trial scheme for flexible use of swimming pool facilities)

試驗計劃的第二階段由二零二五年四月一日至十月三十一日。租用團體所聘請的教練／導師須具備以下拯溺資格，並提供相關證書以供查核。

The period of the second stage of the trial scheme is from 1 April to 31 October 2025. The coach(es)/instructor(s) engaged by the organisation hirers shall possess the following lifesaving qualifications and produce the relevant certificates for verification.

學員人數 (每條泳線計) Number of students (per swimming lane)	教練／導師／助教人數 (每條泳線計) Number of coaches/instructors/teaching assistants (per swimming lane)	相關拯溺資格 Required lifesaving qualifications
20 名或以下 20 or below	一名教練／導師及一名助教 One coach/instructor and one teaching assistant	其中一名教練／導師／助教須持有由中國香港拯溺總會發出的有效泳池救生章或以上資格 One of the coaches/ instructors/teaching assistants shall possess a valid Pool Lifeguard Award or higher level issued by the Hong Kong China Life Saving Society
21 名或以上 21 or above	一名教練／導師及兩名助教 或 兩名教練／導師及一名助教 One coach/instructor and two teaching assistants or Two coaches/instructors and one teaching assistant	其中一名教練／導師／助教須持有由中國香港拯溺總會發出的有效泳池救生章或以上資格 One of the coaches/ instructors/teaching assistants shall possess a valid Pool Lifeguard Award or higher level issued by the Hong Kong China Life Saving Society

教練／導師姓名 Name of coach(es)/instructor(s)	拯溺資格* Lifesaving qualification	有效年份截至 Year expired	頒發機構 Issued by

*必須為由中國香港拯溺總會發出的有效泳池救生章或以上資格

* Shall possess a valid Pool Lifeguard Award or higher level issued by the Hong Kong China Life Saving Society

(18) 上次租用游泳池日期及游泳池名稱

Date of last hiring and name of pool : _____

* 請刪去不適用者 * Delete where inapplicable

本人代表 _____ (機構/團體名稱)(下稱「本機構/團體」)作出承諾，如是項申請獲得批准，本人會應康文署的要求，支付租用游泳池的所有費用及附加費，並支付因損毀而需作出修理的費用，以及修理、重新設置或更換任何在活動期間被損毀、毀壞、盜竊或移走的設備、裝置、設施、家具或其他財物的費用。本人聲明，上述申請是因本機構/團體舉辦活動而提出，所提供的資料均屬正確。

If this application is approved, I on behalf of _____ (Name of the Organisation) (the "Organisation"), undertake to meet, on demand by LCSD, all charges and additional charges arising from the hiring, and the cost of repairing, reinstating or replacing any equipment, fixture, fittings, furniture or other property damaged, destroyed, stolen or removed during the period of hire. I declare that the above application is for the purpose of organising activity by the Organisation, and all information provided herewith is true and correct.

本人謹代表本機構/團體已閱讀（如是項申請獲得批准）並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》（網址：https://www.lcsd.gov.hk/en/common/images/b5/doc/lcswimpool_terms.pdf），並明白：

I, on behalf of the Organisation, have read and (if this application is approved) undertake to observe the latest Terms and Conditions of Hire of Publics Swimming pools of the Leisure and Cultural Services Department (website: https://www.lcsd.gov.hk/en/common/images/en/doc/lcswimpool_terms.pdf) and understand that:

(a) 如租用人違反租用條款和條件第 37、39、40 或 42 條，在不損害康文署根據法例或衡平法享有的任何權利和補救的情況下，康文署會暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費，以及

(a) if the Organisation breaches Clause 37, 39, 40 or 42 of the Terms and Conditions of Hire, without prejudice to any rights and remedies to which LCSD may be entitled at law or in equity, LCSD will suspend the booking priority to which the Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges will be made to the Organisation; and

(b) 在不損害前句以及康文署根據法例或衡平法享有的任何權利和補救的情況下，如機構/團體未能遵守租用條款和條件的任何其他條款和條件或違反有關《公眾泳池規例》（第 132 章，附屬法例 BR）的任何條款，康文署可暫停機構/團體在下學年度享有的優先租用資格（就學校而言），或暫停機構/團體的優先租用資格三個月，由康文署向機構/團體發出的通知書所指明的日期起計（就其他機構而言）。此外，康文署亦保留拒絕機構/團體在該三個月內（由康文署向機構/團體發出的通知書所指明的日期起計）使用任何可供租用設施或取消任何已確認的預訂的權利。在這種情況下，機構/團體不會獲退還租用費。

(b) without prejudice to the preceding sentence and any rights and remedies to which LCSD may be entitled at law or in equity, if the Organisation fails to observe any other terms and conditions of the Terms and Conditions of Hire or violate any provisions in the Public Swimming Pools Regulation (Cap. 132BR), LCSD may suspend the booking priority to which the Organisation is entitled for the next school year (in the case of schools) or for 3 months commencing from the date specified in the notification letter issued by LCSD to the Organisation (in the case of other organisations). LCSD also reserves the right to refuse the Organisation from using any hired facility or cancel any confirmed bookings during the 3-month period commencing from the date specified in the notification letter issued by LCSD to the Organisation. In such cases, no refund of hire charges for the hired facilities will be made to the Organisation.

此外，本人謹代表本機構/團體已閱讀並承諾遵守最新的《康樂及文化事務署轄下公眾泳池租用條款和條件》，並同意在租用游泳池期間，如因任何意外、死亡、受傷、損失或損毀事件而導致有人提出法律行動、訴訟、申索或要求，本人代表本機構/團體同意根據租用條款和條件向康文署作出彌償。

I, on behalf of the Organisation, have read and undertake to observe the latest Terms and Conditions of Hire of Publics

Swimming pools of the Leisure and Cultural Services Department 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.

**** 簽署**

Signature

:

獲申請人授權簽署人姓名(請以正楷填寫)

Name of authorised signatory in BLOCK letter

:

職位

Position held

:

團體名稱

Name of Organisation

:

日期

Date

:

正式印章 Official chop/seal

**** 如學校為申請人，此部分須由校長親自填寫。**

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

供中國香港游泳總會 / 中國香港拯溺總會 / 香港復康會 / 中國香港獨木舟總會 / 中國香港三項鐵人總會 中國香港智障人士體育協會 / 中國香港傷殘人士體育協會 / 中國香港潛水總會 / 其他體育總會 / 地區體育會的屬會或小組使用 For Affiliated Club or Group of HKGSA / HKLSS / HKSR / HKCU / HKTriA / HKSAPID / HKSAPD / HKUA / National Sports Organisations / District Sports Associations
此項申請經由下列人士審核及推薦： This application is vetted and recommended by :
<div style="text-align: right; margin-bottom: 10px;"> 簽署 Signature : _____ </div> <div style="text-align: right; margin-bottom: 10px;"> 姓名(請以正楷填寫) Name in BLOCK letter : _____ </div> <div style="text-align: right; margin-bottom: 10px;"> 職位 Position held : _____ </div> <div style="text-align: right; margin-bottom: 10px;"> 所屬體育總會/機構/政府部門名稱 Name of sports organisation/ organisation / government department to which the Applicant belongs : _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> _____ 正式印章： Official chop/seal </div> <div style="width: 45%; text-align: right;"> 日期 Date : _____ </div> </div>

Note:

註：

- (1) 你必須在本表格提供個人資料。如你未能提供所需資料，本署可能無法處理你的申請。
 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) 你的資料將供預訂設施、統計分析、進一步聯絡及郵寄資料之用。
 Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.
- (3) 除獲本署授權的職員外，其他人士均不能查閱你的個人資料。
 Apart from those staff duly authorised by LCSD, no one will be given access to your personal information.
- (4) 如欲更改或查閱所申報的個人資料，請與處理此個案的分區辦事處人員聯絡。
 You may contact the district staff who process your case to correct or access your own personal data.

學校游泳課／訓練班

School Swimming Lessons / Training

附錄 A-1

Appendix A-1

請圈出或註明水上活動的類別，以確定體育教師或游泳教練的有關資格：

Please circle or specify the type of activity, as the requirement on qualification of PE teachers or swimming coaches may vary according to the type of aquatic activity.

游泳 Swimming / 拯溺 Lifesaving / 其他 Others (請註明 please specify : _____)

請圈出或註明進入場館時學生身份識別方法：

Please also circle or specify the way for proving the identity of students:

校服 School uniform / 學生證 Student ID card / 泳帽 Swimming cap / 手帶 Wristband / 其他 others (請註明 Please specify : _____)

負責學校游泳課／訓練班的體育老師／游泳教練：

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

	(1)	(2)	(3)	(4)
體育老師／游泳教練姓名 Name of PE Teacher(s) / Swimming Coach(es)				
職位 Position Held:	*體育老師 PE Teacher(s) / 教練 Coach(es)	*體育老師 PE Teacher(s) / 教練 Coach(es)	*體育老師 PE Teacher(s) / 教練 Coach(es)	*體育老師 PE Teacher(s) / 教練 Coach(es)
香港身份證號碼 (首 4 個數字) ID Card No. (first 4 digits)				
拯溺資格 Lifesaving qualification				
考獲年份 Year Obtained				
頒發機構 Issued By				

註 Note :

- (i) 負責教授游泳的體育教師(必須是完成體育專科訓練的教師)必須曾考獲由前皇家救生會(香港分會)或中國香港拯溺總會發出的銅章(或更高的資格)，有關資格不設期限。負責教授游泳的教練應具備由中國香港游泳總會發出的游泳教師證書或由香港游泳教師總會發出的游泳教師證書，另必須持有由中國香港拯溺總會發出的銅章(或更高的資格)，有效期為三年。除游泳課及游泳訓練外，教師或教練在康文署泳池內教授其他水上活動，均須持有認可的有關教練資格。

PE teachers(i.e. who have completed subject-training in PE) who conduct swimming lessons must have possessed the Bronze Medallion (or higher level) issued by the Royal Life Saving Society (Hong Kong Branch) or the Hong Kong China Life Saving Society (HKLSS) irrespective of issuing date. Swimming coaches who conduct swimming lessons must be holder of Swimming Teacher's Certificate issued by the Hong Kong China Swimming Association or Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK) and must possess the Bronze Medallion (or higher level) issued by the HKLSS within three years after issue. In addition, teachers/ coaches conducting water sports activities other than swimming lesson/training in LCSD swimming pools must possess recognised coaching qualifications for the relevant water sports activities.

- (ii) 學校於暫停開放時段內使用泳池，須自行安排一位持有中國香港拯溺總會發出之有效銅章或以上資格的人士，陪同習泳的學生，負責學生的紀律及安全。中國香港拯溺總會的拯溺資格一般有效期為三年。

Schools using the LCSD swimming pools during session breaks must ensure their students are accompanied by a person with a valid Bronze Medallion Certificate or above issued by the Hong Kong China Life Saving Society (HKLSS). This person shall be responsible for the conduct and safety of their students. The lifesaving qualifications issued by the HKLSS are usually valid for three years.

- (iii) 只有已租訂泳池／泳線的學校的學生，才可在租訂的時段內使用游泳池設施。校長應確保不會有其他機構以該校名義，濫用游泳池設施或把設施作商業用途。

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 shall ensure that there will not be abuse or commercial use of pool facilities concerned by other organisations in the name of his/her school.

- (iv) 本表格應由校長親自簽名，並蓋上學校印章。

This form shall be signed by the School Head personally with the school chop affixed.

- (v) 校長應核證學校體育老師／游泳教練的資格後，才在本表格簽名。

School Head shall verify the qualification(s) of the PE teacher(s) / swimming coach(es) of his / her school before signing this form.

校長簽名 :

School Head's signature _____

校長姓名 :

Name of School Head _____

學校印章 :

School chop _____

日期 :

Date _____

- 註： (1) 你必須在本表格內提供個人資料。如你未能提供所需資料，康文署可能無法處理你的申請。
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) 你的資料將供預訂設施、統計分析、進一步聯絡及郵寄資料之用。
Your data will be used for booking of facility, statistical analysis, further contact and mailing of information.
- (3) 除獲康文署授權的職員外，其他人士均不能查閱你的資料。
Apart from those staff duly authorised by LCSD, no one will be given access to your personal information.
- (4) 如欲更改或查閱所申報的個人資料，請與處理此個案的分區辦事處人員聯絡。
You may contact the district staff who process your case to correct or access your own personal data.

相關體育活動的認可教練/導師證書

Recognised Coach/Instructor Certificate of Relevant Sports Activities

(請在下面適當的方格內加上✓號)(please put a ✓ in the appropriate box below)

(A) 游泳課／訓練 For Swimming lessons / training :

		教練Coach A	教練 Coach B
(i)	由中國香港游泳總會發出的游泳教師證書 Swimming Teacher's Certificate issued by the Hong Kong China Swimming Association	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由香港游泳教師總會發出的游泳教師證書 Swimming Teachers' Certificate issued by the Swimming Teachers' Association (HK)	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由香港游泳教練會發出，並獲中國香港游泳總會認可的第一級教練證書 Level 1 Coaches Certificate issued by the HK Swimming Coaches Association and endorsed by the Hong Kong China Swimming Association	<input type="checkbox"/>	<input type="checkbox"/>

(B) 潛泳活動 For Underwater Activities :

		教練Coach A	教練 Coach B
(i)	中國香港潛水總會教練證書 HK China Underwater Association Instructor Certificate	<input type="checkbox"/>	<input type="checkbox"/>

(C) 拯溺訓練 For Life Saving training :

		教練Coach A	教練 Coach B
(i)	由中國香港拯溺總會發出的教師證書 Teacher's Certificate issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由中國香港拯溺總會發出的高級拯溺教師證書 Advanced Teacher Certificate issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由英國皇家救生會發出的教師證書 (1997年前) Teachers Certificate issued by the Royal Life Saving Society United Kingdom (before 1997)	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由英國皇家救生會發出的高級教師證書 (1997年前) Advance Teachers Certificate the Royal Life Saving Society United Kingdom (before 1997)	<input type="checkbox"/>	<input type="checkbox"/>

(D) 三項鐵人訓練 For Triathlon training :

		教練Coach A	教練 Coach B
(i)	由中國香港三項鐵人總會發出的 第一級/ 第二級 /第三級 *教練證書 Triathlon Level I / Level II / Level II Coaching Certificate issued by HKTriA	<input type="checkbox"/>	<input type="checkbox"/>

(E) 在泳池暫停開放予公眾人士時段內租用泳池設施，教練/導師所持的有效拯溺資格證書 Valid life-saving certificate the coach/instructor possesses in circumstances when members of the public are excluded from the swimming pool complex :

		教練/導師 Coach/ Instructor A	教練/導師 Coach/ Instructor B
(i)	由中國香港拯溺總會發出的銅章 Bronze Medallion issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(ii)	由中國香港拯溺總會發出的泳池活動導師拯救章 Pool Aquatic Leader Rescue Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由中國香港拯溺總會發出的磁章 Award of Merit issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由中國香港拯溺總會發出的泳池救生章* Pool Lifeguard Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iii)	由中國香港拯溺總會發出的泳池救生管理章 Pool Lifeguard Management Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>
(iv)	由中國香港拯溺總會泳池救生管理章高級泳池救生章 Advanced Pool Lifeguard Award issued by the Hong Kong China Life Saving Society	<input type="checkbox"/>	<input type="checkbox"/>

*靈活運用泳池設施試驗計劃下租用團體所聘請的教練/導師須具備需持有有效的泳池救生章或以上拯溺資格。

*The coach(es)/instructor(s) engaged by the organisation hirers shall possess a valid Pool Lifeguard Award or higher level issued by the Hong Kong China Life Saving Society under the trial scheme for flexible use of swimming pool facilities.

F) 其他 Others (請註明 Please specify) :

		教練 Coach A	教練 Coach B
(i)		<input type="checkbox"/>	<input type="checkbox"/>
(ii)		<input type="checkbox"/>	<input type="checkbox"/>

註：

Note:

- (i) 須在本申請表格內夾附上述資格證明的副本。
Copy of the above-mentioned qualification (s) must be enclosed with this application form.
- (ii) 任何人士如未具備申請表上任何一項資格，均不可在康文署轄下泳池舉行游泳課/訓練或潛泳活動。
Any person not in possession of any of the qualifications stated in the Appendix is not permitted to conduct swimming lessons/training or underwater activities in LCSD swimming pools.
- (iii) 任何人士如具備上文所述以外的資格，應先取得有關授權協會的認可，以資證明。
Any person in possession of any qualification which is not on the list above shall obtain recognition from the respective authorised associations in Hong Kong to certify his/her qualification(s).
- (iv) 任何人士如提供不完整及不正確的資料，不論蓄意或無意，均會令此項申請無效。
Incomplete and inaccurate information, either intentionally or unintentionally, will render this application void.

本署專用 For Official Use	
申請表檢查： Checked by :	簽署 Signature: _____ 姓名 Name: _____ 職位 Post Title : _____ 日期 Date : _____
申請批核： Approved by :	簽署 Signature: _____ 姓名 Name: _____ 職位 Post Title : _____ 日期 Date : _____

