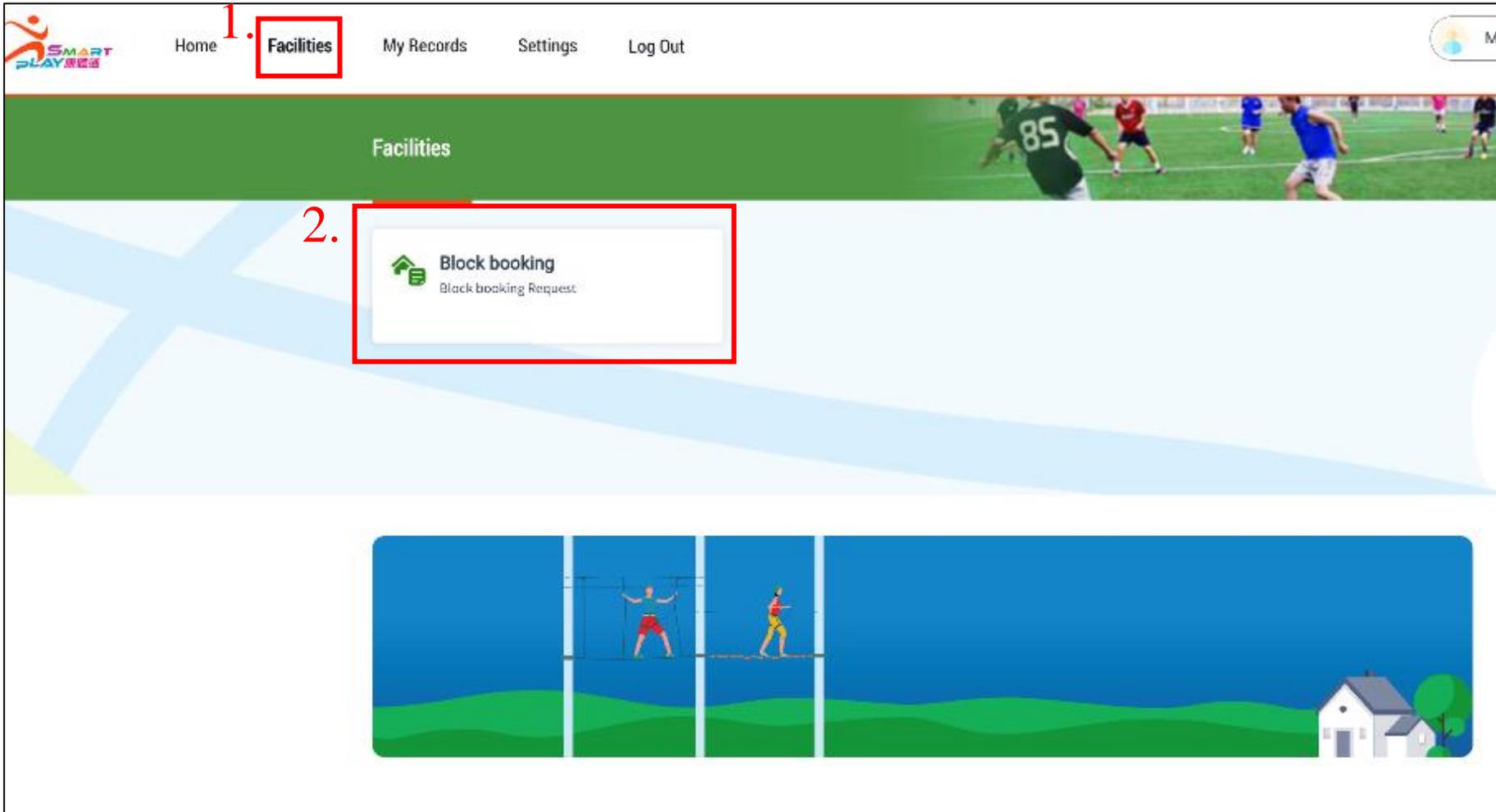




**SUBMIT BLOCK BOOKING REQUEST
BY SCHOOL - ATHLETIC MEET
(NEXT SCHOOL YEAR)**

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1. If schools would like to submit an Athletic Meet booking request for next school year, please select “Facilities” after login; and
2. Then, tap “Block booking” button to create a block booking request.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



Block booking

Free-use scheme **General block booking scheme** Outdoor education camp Field study camp

2. New application

New application >

View submitted application

3. Apply for block booking facilities

Type of facilities

Land-based Sports Ground Water sports

Swimming pool Holiday camps Day / Tent Camps

Amphitheatre

4. Intended usage

Athletic Meets Athletic training

1. Select “General block booking scheme”;
2. Tap “New application” to create a block booking application;
3. Choose “Sports Ground” under “Type of facilities”; and
4. Choose “Athletic Meets” in “Intended usage”.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



Intended usage

1. Athletic Meets Athletic training

2.

Intended time of use

Next school year(Normal school hours) ▼

To be used by

Individual School ▼

3.

Priority of choice

Select ▼

Select a district

Select a district 📍

Select venue

Select venue ▼

Ballot Schedule and Venue Availability

< Cancel Continue

1. Choose Next school year (Normal school hours) under “Intended time of use”;
2. Select the programme is organised by “Individual School” or “Joint School”; and
3. Select “Priority of choice”. If the school selects “1st choice”, the application will be handled in the First Ballot – Stage I, if the school selects “2nd choice”, the application will be handled in the First Ballot – Stage II.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



Intended usage

Athletic Meets Athletic training

Intended time of use To be used by

Next school year(Normal school I Individual School

Priority of choice

1st choice

1. **Select a district** **Select venue**

Kwai Tsing Tsing Yi Sports Ground

Select location

Sports Ground and Soccer Pitch

i Ballot Schedule and Venue Availability

< Cancel **Continue**

1. Select “district” and “venue”. E.g. If the school located at Yau Tsim Mong, only districts in Kowloon and Hong Kong regions can be selected;

Note-

Applications from schools in the New Territories for use of sports grounds in the Urban area or vice versa will only be dealt with when Second Ballot of the allocation exercise for schools is completed.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



Intended usage

Athletic Meets Athletic training

Intended time of use To be used by

Next school year(Normal school | ▼ Individual School ▼

Priority of choice

1st choice ▼

Select a district **Select venue**

Kwai Tsing Tsing Yi Sports Ground ▼

Select location

Sports Ground and Soccer Pitch

1.  **Ballot Schedule and Venue Availability**

2. **Continue**

< Cancel

1. School can click “Ballot Schedule and Venue Availability” to download the on-site selection schedule and venue availability information; and
2. Tap “Continue” to proceed the application.

Ballot information for 2026/2027 ✕

School Year 2026/2027 **1st round of ballot** 1st

Venue Sham Shui Po Sports Ground ▼

Ballot Schedule [71tiay51vhL_AC_SX466_.jpg](#) **Venue Availability** [71tiay51vhL_AC_SX466_.jpg](#)

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



📍 Sport ground | Tsing Yi Sports Ground

Please provide block booking details
* Required information

School Name in English

School Name in Chinese

General block booking scheme

Venue : Tsing Yi Sports Ground
Facility Type / Location : Athletic Meets or Comp./Sports Ground and Soccer Pitch
Request Ref. No. : 2025122400005404
Intended usage : Athletic Meets (1st Priority)
Date range : 01/09/2026 - 16/07/2027
Submission deadline: : 30/04/2026

1. Applicant / Contact Person

Applicant / Contact Person can also be the responsible person, if you have filled the information, there is no need to fill-in the information again in the responsible person

Name of Applicant / Contact Person * [Historical records](#) 🧑

Type of Identity Document * ▼ Hong Kong ID Card No. * - ()

Tel. No. * Fax No.

E-mail Address *

1. Fill in the details of applicant / contact person.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1.

Name of responsible persons of the event (as stated on Hong Kong Identity Card)

Please provide names of 1-3 responsible persons for the event. One of whom must be present at the booked session to take up the booking at the venue.

Number of responsible persons

1 Person

2 Persons

3 Persons

Name of responsible person (1)

Historical records 

Type of Identity Document

HKID card ▼

Hong Kong ID Card No.

 - ()

Tel. No.

1. Input the details of the responsible persons of the event;
 - Schools can provide 1-3 nos. of responsible person based on the actual need, one of whom must be presented to take up the booking at the venue; and
 - If the applicant / contact person will also be the responsible person, there is no need to fill in information again here.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



Other Information

Is Physical Education included the school's curriculum? *

(For secondary schools only) Division in HKSSF Inter-school Athletics Championships in last school year *

Remarks

1.

2.

1. Fill in other information; and
2. Click “Continue” after all the information are filled in.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1 Applied period 2 Review 3 Submitted

Review your submission

Status Draft

Tsing Yi Sports Ground
Sports ground - Athletic Meets (1stPriority)

1.

Organisation information

School Name in English

School Name in Chinese

Applicant / Contact Person Edit

Name of Applicant / Contact Person

Type of Identity Document **HKID card**

Hong Kong ID Card No.

Tel. No.

Fax No. -

E-mail Address

Other Information Edit

Is Physical Education included the school's curriculum?
YES

(For secondary schools only) Division in HKSSF Inter-school Athletics Championships in last school year
Not Applicable

Declaration 2.

I am here to declare that:

I, submit this booking application on behalf of Government, Aided, Private Primary School. I have read and agree to accept the following Terms and Conditions.

(a) This school has read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Recreation and Sports Facilities and Conditions of Use stipulated in the Booking Procedure for Schools and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person; and

(b) This school declare that the session and facility hired by the school is only used for purpose of conducting Athletics Meets for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

I understand:

Purpose of Collection of Personal Data
The information provided by the Applicant will only be used for booking applications processing and the use of recreation and sports facilities under the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. The information this Department collected about the applicant will not be disclosed to any other party without the applicant's prior consent.

3. Submit

1. Review booking details;
2. Tick the boxes to make the declaration; and
3. Tap "Submit" to submit the application.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1.

1 — 2 — 3
Applied period Review Submitted

Your application has been submitted!

Thanks for your submission.
We will process your application shortly.

i Notes: You can view or withdraw this application in [My Application](#). If you want to make any changes, please contact the venue.

Application No. 2025122400005404
Application Date. 24 Dec 2025

Tsing Yi Sports Ground
 Tsing King Road, Tsing Yi, N.T.
 2495 7879

Sports ground (1st Priority)
Location :Sports Ground and Soccer Pitch

[Back to Block booking](#) [Withdraw Application](#)

1. The A Meet request has been submitted, but the application has not yet completed.
 - System will conduct balloting to determine the priority for on-site selection; and
 - School representatives attend on-site selection on designated date to select application date according to the priority and submit final application afterwards.

**** Each school can only submit one Athletic Meet application for 1st priority and 2nd priority respectively.**

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1.

Free-use scheme **General block booking scheme** Outdoor education camp Field study camp

New application

New application >

Sports ground - Athletic Meets (1stPriority)

Tsing Yi Sports Ground Pending >

Athletic Meets or Comp.
Sports Ground and Soccer Pitch

01 Sep 2026 (Tue)-16 Jul 2027 (Fri)
2025122400005404 24 Dec 2025 (Wed)

View submitted application

Apply for block booking facilities

Type of facilities

Land-based **Sports Ground** Water sports

Swimming pool Holiday camps Day / Tent Camps

Amphitheatre

Intended usage

Athletic Meets Athletic training

Intended time of use

Select ▼

Select a district Select venue

Select a district 📍 Select venue ▼

From To

Select date 📅 Select date 📅

< Cancel Continue

1. After the on-site selection and venue staff confirmed the selected date in the system, the status of this A Meet booking will change from “Submit” to “Pending”. Applicant can click into the application to complete the Athletic Meets booking request.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1 2 3
Applied period Review Submitted

General block booking scheme

Venue : Tsing Yi Sports Ground
Facility Type / Location : Athletic Meets or Comp./Sports Ground and Soccer Pitch
Request Ref. No. : 2025122400005404
Intended usage : Athletic Meets (1st Priority)
Date range : 01/09/2026 - 16/07/2027
Submission deadline: : 30/04/2026

Applied period 1
30 Oct 2026
8 am-5 pm

Applied period 2
-

Applied day

Intended 1st date of use
30/10/2026

Select timeslot
8 am-5 pm (8 am-12 nn;1 pm-5 pm)

Need extended hour Extended timeslot
- 0 +

Select equipment

E-Scoreboards
 E-timing equipment, starting pistols and walkie talkies
 Floodlights (for Sports Ground)

< Back Save draft Continue

1. The applied period is based on the selected date by school representatives choose in the on-site selection;
2. Select “Equipment”; and
3. Click “Continue” button to proceed.

1.

2.

3.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1.

 Review your submission

Status Pending

Tsing Yi Sports Ground
Sports ground - Athletic Meets (1stPriority)

Applied period 1

Athletic Meets (Individual School)
Tsing Yi Sports Ground
30 Oct 2026 Edit 30/10/2026
30 Oct 2026 - 30 Oct 2026
8 am - 5 pm

Organisation information

School Name in English

School Name in Chinese

Applicant / Contact Person Edit

Name of Applicant / Contact Person

Type of Identity Document **HKID card**

Hong Kong ID Card No.

Tel. No.

Fax No.

E-mail Address

Other Information Edit

Is Physical Education included the school's curriculum?
YES

(For secondary schools only) Division in HKSSF Inter-school Athletics Championships in last school year
Not Applicable

Declaration 2.

I am here to declare that:

I, submit this booking application on behalf of Government, Aided, Private Secondary School. I have read and agree to accept the following Terms and Conditions.

(a) This school has read the latest Conditions of Use of Leisure and Cultural Services Department (LCSD) Recreation and Sports Facilities and Conditions of Use stipulated in the Booking Procedure for Schools and I undertake to observe the Conditions. During the hire period, I shall indemnify the LCSD against all actions, claims and demands by any person who suffers or sustains any loss, damages, injury or death arising out of or as a result of the use of the facility/facilities by me or a person authorised by me due to my negligence or the negligence of such an authorised person; and

(b) This school declare that the session and facility hired by the school is only used for purpose of conducting Athletics Meets for students and undertake to notify the venue office of the cancellation of the booking at least 20 days before the date of use in the event that the booked session and facility are not used for any reason, and will not engage in any form of transfer of user permit.

I understand:

Purpose of Collection of Personal Data
The information provided by the Applicant will only be used for booking applications processing and the use of recreation and sports facilities under the Leisure and Cultural Services Department. Only persons authorised by this Department will have access to such information for the aforesaid purposes. The information this Department collected about the applicant will not be disclosed to any other party without the applicant's prior consent.

3. **Submit**

1. Review the information;
2. Tick the boxes to make the declaration; and
3. Tap “Submit” to proceed application.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



1 — Applied period — 2 — Review — 3 — Submitted

1.  Your application has been submitted!

Thanks for your submission.
We will process your application shortly.

i Notes: You can view or withdraw this application in [My Application](#). If you want to make any changes, please contact the venue.

Application No. 2025122400005404
Application Date. 24 Dec 2025

Tsing Yi Sports Ground
 Tsing King Road, Tsing Yi, N.T.
 2495 7879

Sports ground (1st Priority)
Location :Sports Ground and Soccer Pitch

Applied period 1

Athletic Meets (Individual School)

Tsing Yi Sports Ground	
30 Oct 2026	30/10/2026
30 Oct 2026 - 30 Oct 2026	
8 am - 5 pm	

[Back to Block booking](#)

1. Athletic Meets booking request is submitted successfully.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



New application

New application >

View submitted application

Apply for block booking facilities

Type of facilities

Land-based Sports Ground Water sports

Holiday camps Day / Tent Camps

Intended usage

Athletic Meets Athletic training

Intended time of use

Next school year(Normal school)

To be used by

Joint School

Select a district

Sham Shui Po

Select venue

Sham Shui Po Sports Ground

Select location

Sports Ground and Soccer Pitch

i Ballot Schedule and Venue Availability

< Cancel Continue

Submission deadline:(1st ballot)31 Oct 2025(Fri)

- Schools can also apply for a "Joint School" Athletic Meets ; and
- The participating schools for Joint School Athletic Meets must not less than three schools.

SUBMIT BLOCK BOOKING REQUEST BY SCHOOL - ATHLETIC MEET (NEXT SCHOOL YEAR)



📍 Sport ground | Sham Shui Po Sports Ground

Please provide block booking details
* Required information

School Name in English

School Name in Chinese

General block booking scheme

Venue : Sham Shui Po Sports Ground
Facility Type / Location : Athletic Meets or Comp./Sports Ground and Soccer Pitch
Request Ref. No. : 2025122400005414
Intended usage : Athletic Meets
Date range : 01/09/2026 - 16/07/2027
Submission deadline: : 30/04/2026

Joint school

1. Organisation User ID* District

School

2.

i Notes: Please add at least two schools.

1. Information of School applied for the joint school athletic meet will be automatically filled; and
2. Tap “Add joint school” to add at least two more schools; and
3. The rest of procedures are the same as application for “Individual School”.