**Appendix II**

**表格三**
**Form 3**

# 表格三 - 運動專項教練培訓活動 / 教練獎勵計劃資助申請表
# Form 3 - APPLICATION FOR GRANTS FOR SPORTS-SPECIFIC COACH EDUCATION PROGRAMME/ THANKS COACH SCHEME

**本地體育總會名稱**
**Name of National Sports Association:** _____

**活動名稱**
**Programme Name:** _____

**活動日期**
**Programme Date:** _____

**活動地點**
**Programme Venue:** _____

**參加人數**
**No. of participants:** _____

**獎項總數**
**Number of Awards:** _____

*適用於**教練獎勵計劃**（請附上獎項類別及評審準則）*
*For **Thanks Coach Scheme** (please attach the list of awards, selection criteria and panel details)*

## 預計開支 Estimated Expenditure

（請於下表列出所有開支細目/每小時收費。有關認可資助項目及資助額上限的詳情，請參閱***附件四至六***。）(Please list breakdowns / hourly rates for all expenditure items. For details of eligible items and maximum subsidy, please refer to ***Annexes 4 to 6***.)

| **由本地體育總會填寫**<br>**To be completed by National Sports Association** | | **由港協暨奧委會教練培訓部填寫**<br>**To be completed by SF&OC Coaching Division** | |
|---|---|---|---|
| **開支項目**<br>**Expenditure Item** | **預計開支**<br>**Estimated Cost**<br>**港幣 HK$** | **可資助款額**<br>**Eligible Amount**<br>**港幣 HK$** | **備註**<br>**Remarks** |
| | | | |
| 預計總開支:<br>Total estimated cost | 港幣$<br>HK$ _____ | 可資助總額:<br>Total eligible amount: | 港幣$<br>HK$_____ |
| 報名費/贊助收入:<br>*（適用於運動專項教練培訓活動）*<br>Income from entry fee/sponsor:<br>(*For Sports-Specific Coach Education Programme only*) | 港幣$<br>HK$ _____ | 獲批總額:<br>Total amount approved: | 港幣$<br>HK$_____ |
| 申請資助額:<br>Amount requested: | 港幣$<br>HK$ _____ | 餘額資助 Contingency Fund<br>☐ 港幣 HK$_____依據港協暨奧委會於會計年度結束前所批核的餘額資助 (subject to the approval of SF&OC before end of the fiscal year) | |
| ☐ 申請餘額資助#<br>Remaining balance requested from Contingency Fund# | | | |

**表格三 - 運動專項教練培訓活動 / 教練獎勵計劃資助申請表（續）**

**Form 3 - APPLICATION FOR GRANTS FOR SPORTS-SPECIFIC COACH EDUCATION PROGRAMME/ THANKS COACH SCHEME (CONT.)**

**「聲明」Declaration**

「本會明白及同意遵守所有由港協暨奧委會提出就有關運動專項教練培訓活動 / 教練獎勵計劃資助條款及章則，並全部彌償港協暨奧委會有關資助活動中受到的任何損失及 / 或索償（如有）。」We understand and agree to abide by the rules and regulations set out by the SF&OC on "Grants for Sports-Specific Coach Education Programme/ Thanks Coach Scheme" and in particular, we shall indemnify and keep the SF&OC fully indemnified against all and any loss and damages suffered or caused to be suffered by SF&OC (if any) arising out of and/or in connection with the aforesaid programme.

簽署: _____
Signature:
* 會長 President / 主席 Chairman /
義務秘書 Hon. Secretary / 義務司庫 Hon. Treasurer

姓名正楷:
Name: _____

本地體育總會蓋印: 日期:
Association's Chop: _____ Date: _____

Prepared by

姓名: 簽署:
Staff Name:_____ Signature:_____
港協暨奧委會教練培訓部 Coaching Division, SF&OC

Endorsed by:

簽署:
Signature:_____
港協暨奧委會行政總監 Executive Director, SF&OC

Confirmed by:

簽署:
Signature: _____
* 港協暨奧委會義務秘書長 / 香港教練培訓委員會主席
Honorary Secretary General of the SF&OC/
Chairperson, Hong Kong Coaching Committee

日期:
Date: _____

參考編號:
Reference No.: _____

表格四
**Form 4**

## 表格四 - 參加海外教練發展活動後的學以致用計劃
## Form 4 - PLANS FOR UTILIZING INFORMATION ACQUIRED DURING OVERSEAS COACH DEVELOPMENT PROGRAMME

參加海外教練發展活動的資助申請（須由申請人填寫）
Application for funding to participate in an overseas coach development programme (to be completed by the applicant).

**申請人資料 Applicant's Personal Particulars**

本地體育總會名稱
Name of the NSA: _____

英文姓名
Full name (English): _____

中文姓名
Full name (Chinese): _____

性別
Gender: _____

聯絡電話
Phone Number: _____

電郵
Email Address: _____

**海外活動資料 Overseas Event Details**

活動名稱
Programme Title: _____

活動日期
Programme Date: _____

活動地點
Programme Venue: _____

活動詳情
Programme Details: _____ *請附上活動簡介* *Please attach programme leaflet*

申請人曾參加的教練發展活動（本地或海外）詳情： Details of coach development programmes (local/ overseas) in which the applicant has previously participated

| 活動 Programme | 級別 Level | 年份 Year | 地點 Venue | 主辦機構 Organizing Body |
|---|---|---|---|---|
| | | | | |

申請人的教練工作經驗：Details of coaching experience of the applicant

| **機構**<br>**Organisation** | **日期**<br>**Dates** | **職責**<br>**Responsibilities** |
|---|---|---|
| | | |

請詳細說明如何把所獲得的資訊（如：技術、知識）應用到所屬的運動專項：
Detailed plan(s) for utilizing the information (e.g. techniques, knowledge) acquired in your sport:

**培訓運動員 Athlete Development：**

| |
|---|
| |

**教練發展 Coach Development：**

| |
|---|
| |

**申請人確認 Applicant's Confirmation**

本人謹此聲明，據本人所知，以上所填寫的資料均屬真確。

I hereby declare that the statements made in this application are true to the best of my knowledge and belief.

**申請人簽署** **總會蓋章**

Signature: _____ Association Chop: _____

**申請人名稱** **日期**

Name of applicant: _____ Date: _____

表格五
**Form 5**

# 表格五 - 運動專項教練培訓活動 / 教練獎勵計劃帳目結算表
# Form 5 - STATEMENT OF ACCOUNTS FOR SPORTS-SPECIFIC COACH EDUCATION PROGRAMME/ THANKS COACH SCHEME

本地體育總會名稱:
Name of Association：_____

活動名稱:
Programme Title：_____

參加人數:
No. of participants：_____

活動日期:
Programme Date：_____

場地 / 國家或地區:
Venue / Country or Region：_____

| | | |
|---|---|---|
| 收入：<br>Income: | 港協暨奧委會資助<br>SF&OC subvention | 港幣$<br>HK$_____ |
| 收入：<br>Income | *( 只適用於運動專項教練培訓活動 )*<br>*(for sports-specific coach education programme only)* | 港幣$<br>HK$_____ |
| 贊助：<br>Sponsorship | *( 只適用於運動專項教練培訓活動 )*<br>*(for sports-specific coach education programme only)* | 港幣$<br>HK $_____ |
| 其他政府資助：<br>Public fund | *( 例如康樂及文化事務署 )*<br>*(Leisure & Cultural Services Department, etc.)* | 港幣$<br>HK$_____ |

| **開支項目<br>Expenditure Item** | | **實際支出 (港幣$)<br>Actual Expenditure (HK$)** |
|---|---|---|
| **項目<br>Item** | **參考編號<br>Supporting Reference No.** | |
| | | |
| **單據正本數目：<br>Number of Original Documents Provided:** | | **總數：<br>Total:** |

簽署：
Signature:

_____ _____
會長 / 主席 / 義務秘書 / *
President / Chairman / Hon Secretary*

總會蓋章
Association Chop

簽署：
Signature:

_____ _____
義務司庫
Hon Treasurer

日期
Date

**請圈出合適職位 Please circle the appropriate designation*

表格五甲
**Form 5a**

# 表格五甲 - 教練發展活動 - 教練 / 講師 / 導師 / 工作人員薪酬開支表
# Form 5a - Claims for Salary for Coach / Lecturer / Course Tutor / Helper of the Coach Development Programmes

**本地體育總會名稱**
**Name of Association:** _____

**活動名稱**
**Programme Title:** _____ **活動日期** **Programme Date:** _____

下列人士獲本會僱用，以執行經港協暨奧委會指明及批准的職責，並已獲支付下列薪酬（包括強制性公積金計劃供款）。

The following person has been employed by the Association and has been paid the salary (including Mandatory Provident Fund (MPF) Scheme Contribution) for the above programme to perform the duties specified and approved by the SF&OC.

** 請刪去不適用者 Delete whichever is not applicable*

**中文姓名**
**Full name (Chinese):** _____ **英文姓名** **Full name (English):** _____

**職銜**
**Post Title** _____

**工作時數**
**No. of Hours Worked** _____ **每小時工資** **Salary per Hour** _____

**實際支付薪酬 (包括強制性公積金計劃供款)**
**Total Amount of Salary Paid (including MPF)** **HK$** _____

**獲批的薪金資助**
**(包括強制性公積金計劃供款)**
**SF&OC Salary Subvention Requested (including MPF)** **HK$** _____

**受僱職員簽署證明已收取薪酬**
**(包括強制性公積金計劃供款)**
**Staff's Signature on Receipt of the Salary (including MPF)** _____

**<u>總會負責人確認 Office Bearer's Confirmation</u>**

總會負責人簽署及總會蓋章
Signature of Office Bearer (with Association's Chop): _____

總會負責人名稱
Name of Office Bearer: _____

總會負責人職銜
Title of Office Bearer: _____

日期
Date: _____

表格五乙
**Form 5b**

# 表格五乙 - 教練培訓獎勵計劃禮券 / 現金券簽收表
# Form 5b - ACKNOWLEDGEMENT ON RECEIPT OF GIFT VOUCHER / CASH COUPON FOR THANKS COACH SCHEME

**本地體育總會名稱**
**Name of Association:** _____

**活動名稱**
**Programme Title:** _____

**活動日期**
**Programme Date:** _____

| 得獎教練姓名<br>Recipient's Name | 禮券/現金券數量<br>Quantity of Gift Voucher / Cash Coupon | 禮券/現金券總值<br>Value of Gift Voucher / Cash Coupon | 得獎教練簽署<br>Recipient's Signature |
|---|---|---|---|
| | | | |

**<u>總會負責人確認 Office Bearer's Confirmation</u>**

總會負責人簽署及總會蓋章
Signature of Office Bearer
(with Association's Chop): _____

總會負責人名稱
Name of Office Bearer: _____

總會負責人職銜
Title of Office Bearer: _____

日期
Date: _____

*# 個人身份證明文件號碼用作核實收取禮券/現金券的有關人士身份。所有個人資料絕對保密及只會作前述用途。*
*The indication of the personal identification document is for the purpose of certifying the gift voucher/cash coupon recipient. All personal information will be kept strictly confidential and will only be used for the purpose as mentioned.*

表格六
**Form 6**

# 表格六 - 運動專項教練培訓活動 / 教練獎勵計劃評核報告

# Form 6 - EVALUATION REPORT ON SPORTS-SPECIFIC COACH EDUCATION PROGRAMME / THANKS COACH SCHEME

本報告須於活動結束後**一個月內**，連同附有單據正本的帳目結算表一併交回港協暨奧委會教練培訓部。

This report should be submitted to the SF&OC Coaching Division together with the statement of accounts with relevant original receipts **within one months** after the completion of programme.

本地體育總會名稱：
Name of Association:_____

活動名稱：
Programme Title:_____

活動場地 / 國家或地區：
Venue/ Country or Region:_____

活動日期：
Programme Date:_____

活動目的：
Programme Objectives: _____

_____

_____

參與人數：
Number of Participants: _____(Actual 實收) / _____(Quota 配額)

負責導師: Programme conducted by:(請選一項或多項 write in actual numbers)

| 海外導師數目 | 本地導師數目 |
|---|---|
| Overseas programme tutor(s) (  ) | Local programme tutor(s) (  ) |

預計可獲益的運動員數目：
Anticipated No. of Beneficiated Athletes: _____

導師姓名：*（請列出導師資歷 / 職位）*
Name(s) of Programme Tutor(s): *(include qualification/ title held)*

_____

_____

_____

*（只適用於教練獎勵計劃* ***For Thanks Coach Scheme only*** *）*
獲獎教練姓名：
Name(s) of Award Recipient(s):

_____

_____

活動內容：*（請夾附有關資料）*
Programme Content: *(Please attach relevant information)*

_____

_____

活動成績：
Programme Results:

_____

_____

| 檢討：<br>Evaluation: | 不適用<br>N/A | 滿意<br>Satisfactory | 不滿意（請註明原因）<br>Unsatisfactory (Please specify the reasons) |
|---|---|---|---|
| 1. 地點<br>Venues | ☐ | ☐ | ☐ _____ |
| 2. 器材<br>Equipment | ☐ | ☐ | ☐ _____ |
| 3. 活動時間及時數 Programme<br>Time and Duration | ☐ | ☐ | ☐ _____ |
| 4. 導師表現<br>Performance of Programme Tutor(s) | ☐ | ☐ | ☐ _____ |
| 5. 參加者表現<br>Performance of Participants | ☐ | ☐ | ☐ _____ |
| 6. 宣傳<br>Publicity | ☐ | ☐ | ☐ _____ |
| 7. 成本效益<br>Cost Effectiveness | ☐ | ☐ | ☐ _____ |

8. 其他有待改善之處： Other Areas for improvement: _____

_____

備註：
General Remarks:

_____

_____

提交報告者（須為體育幹事或以上職級人員）：
Report Submitted by (official at Sports Executive grade or above):

簽署
Signature: _____

總會蓋章
Association Chop: _____

姓名
Name: _____

職位
Position: _____

日期
Date: _____

表格十一
**Form 11**

# 表格十一 – 文件遞交確認
# Form 11 – Acknowledgement of Submission of Documents

本會已於_____年____月_____日將以下相關_____

（活動名稱）

的文件寄至港協暨奧委會教練培訓部：

（請於適當空格內加上✓）

☐ 資助申請表 ***（表格三）***、活動詳情及參加表格（適用於運動專項教練培訓活動）/ 獎項類別及評審準則（適用於教練獎勵計劃）;

☐ 參加海外教練發展課程後的學以致用計劃 ***（表格四）***;

☐ 帳目結算表 ***（表格五）***;

☐ 活動評核報告 ***（表格六）*** 及活動內容、活動相片及 / 或影片（如適用）;

☐ ____張收據正本及一套收據副本；

☐ 其他（請註明：_____）

xxxx