

# THE EDUCATION UNIVERSITY OF HONG KONG

## Estates Office

### Regulations Governing the Use of the Sports Facilities on Campus

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#### **IV. USEFUL CONTACT NUMBERS**

Amenities & Sports Complex Service Counter : 2948 8844  
The EdUHK Sports Centre Service Counter : 2638 1245  
Outdoor Swimming Pool Service Counter : 2948 8217  
  
Amenities & Sports Complex Fax No. : 2948 8237  
The EdUHK Sports Centre Fax No. : 2638 1277

## **I. GENERAL INFORMATION**

### **1. Amenities & Sports Complex Facilities**

#### 1.1 Indoor Sports Facilities

<b>Facilities</b>	<b>Functions</b>
C.H.Y. Sports Hall	6 Badminton Courts or 2 Basketball Courts or 2 Volleyball Courts or 1 Handball Court with Spectator Stands & Electronic Scoreboard
Dance Room	Dance or Fencing or Martial Arts
Gymnasium *	Gymnastic Training or Dance or Fencing or Martial Arts
Physical Fitness Room	Weight and Aerobic Training
Sport Climbing Gymnasium	Sport Climbing
Squash Court	3 Squash Courts
Table-Tennis Room	8 Table-Tennis Tables
Swimming Pool	25-Meter 5-Laned Heated Swimming Pool

\* Not available for individual booking (For group booking / team training only)

#### 1.2 Outdoor Sports Facilities

<b>Facilities</b>	<b>Functions</b>
Artificial Turf Football Pitch	Five-a-side or seven-a-side football
Basketball Court	1 Hard Surface Basketball Court
Roof Court	2 Basketball Courts or 2 Volleyball Courts or 1 Handball Court or 1 Netball Court
Tennis Court	4 Tennis Courts
Swimming Pool	50-Meter 8-Laned Swimming Pool with Sun Decks and Electronic Timing System

## 2. The EdUHK Sports Centre Facilities

### 2.1 Indoor Facilities

Facilities	Functions
Multi-Purpose Room	Lecture, Seminar or Meeting
Physical Fitness Room	Weight and Aerobic Training

### 2.2 Outdoor Sports Facilities

Facilities	Functions
400-Meter Track & Fields	Track and Field Events
Artificial Turf Football Pitch	1 Full-sized Football or Hockey Pitch or 2 Seven-A-Side Football Pitches
Grass Football Pitch	1 Full-Sized or 2 Seven-A-Side Football Pitches
Tennis Court	5 Tennis Courts

## 3. Opening Hours

### 3.1 Amenities & Sports Complex

Mondays - Saturdays	8:30 a.m. - 10:00 p.m.
Sundays	1:30 p.m. - 5:30 p.m.

### 3.2 Swimming Pool

Mondays - Saturdays	8:30 a.m. - 9:30 p.m.
Sundays	1:30 p.m. - 5:30 p.m.

Daily Closure for cleaning/training:

Outdoor Swimming Pool-	Mondays to Saturdays	2:30pm – 4:00pm
Indoor Swimming Pool -	Mondays to Saturdays	3:00pm – 4:00pm

### 3.3 The EdUHK Sports Centre

Mondays - Saturdays	1:30 p.m. - 9:30 p.m.
Sundays	Closed

\* Floodlight: November - March 5:30p.m.–10:00p.m.; April - October 6:30p.m.–10:00p.m.

- 3.4 All sports facilities will be closed on public holidays except for the tennis courts in ASC. Reservations for the tennis courts on public holidays must be made to the Service Counter at least three working days in advance.
- 3.5 All users are required to leave ASC / PSKSC 10 minutes after closing time.
- 3.6 The University reserves the right to close any part(s) of the facilities without prior notice for cleaning, renovation, maintenance or other designated purposes.

#### **4. Eligible Users**

- 4.1 Sports facilities are made available for all eligible users upon producing of EdUHK Sports Club Membership Card or the following categories of valid EdUHK Card:
  - a) Student I.D. Card;
  - b) Staff I.D. Card;
  - c) Staff Dependent Card.
- 4.2 Children aged below 5 are not allowed to use nor to enter the facilities (except for the swimming pools – must be accompanied by one of their parents or an eligible user aged 18 or above).
- 4.3 Children aged below 12 must be accompanied by one of their parents or an eligible user aged 18 or above when using the facilities.
- 4.4 Users are not allowed to conduct any kind of tutoring or training without prior written approval of the Estates Office.

#### **5. Guests**

- 5.1 Each eligible user may bring up to 4 guests to use any sports facilities in a single booking.
- 5.2 All guests are required to purchasing a guest ticket from the Service Counter before admitting to ASC / PSKSC.
- 5.3 Eligible users must accompany their guests throughout their stay and are responsible for their conduct and general safety.

#### **6. Facilities Charges**

Fee and charges would be reviewed and updated annually. For details, please contact the Service Counter or refer to the notice at the Service Counter in ASC.

## **7. Priority of Use**

- 7.1 EdUHK official events or functions, including but not limited to examinations, ceremonies or maintenance activities.
- 7.2 Time-tabled, Credit-bearing teaching programme on sports organized by EdUHK.
- 7.3 Courses organized by the Estates Office / Faculties / Departments.
- 7.4 Activities organized by the Estates Office / Faculties / Departments.
- 7.5 EdUHK sports team training.
- 7.6 Activities organized by Student Affairs Office or student organizations.
- 7.7 Activities organized by registered staff organizations.
- 7.8 Individual bookings by students or staff.

## **8. Booking Procedures**

- 8.1 Telephone booking will NOT be accepted except for EdUHK Sports Club members and Staff Dependents.
- 8.2 Advanced bookings by groups
  - a) Booking of sports facilities by student or staff groups for holding competitions or training courses may be made up to 2 months in advance with completed application form.
  - b) A proposed fixture (including schedule, rules and/or course outline) must be submitted together with the application.
- 8.3 Online booking by individuals
  - a) Online bookings can be made online through iServices->ibooking2 up to one week in advance.
  - b) Bookings of the Physical Fitness Room and Swimming Pool can only be made in person on the same day of use.
  - c) Immediate on-the-spot booking of vacant facilities may be made at ASC / PSKSC Service Counter during opening hours. Bookings must be made in person and users must produce their valid EdUHK Cards when bookings are made. For EdUHK Sports Club members, bookings may be made in person or by calling at telephone number 2948 8844 during opening hours.
  - d) Only one advanced booking for any types of facilities can be made by a single user per day. A maximum of 2-hours additional booking per time for vacant facilities may be made in person on the same day of use.
  - e) When using the facilities, hirers and users must produce their own valid EdUHK Sports Club Membership Cards, or Staff / Staff Dependent / Student Cards for check-in and verification.

#### 8.4 Bookings by registered staff organizations

- a) All staff organizations shall register with Human Resources Office and provide names of coordinators for booking arrangement.
- b) Booking form should be submitted by person(s)-in-charge / coordinators(s) of respective organizations.
- c) Four sessions block booking per month with 2-hours each are allowed for team practice.
- d) One 4-hour session block booking per semester is allowed for joint tournaments or friendly matches with sister universities or external bodies.
- e) One staff organization is allowed for each sports type with not more than half of the members being retired staff.
- f) For fair use of sports facilities among University communities, the maximum courts allowed for each booking is 50% of the total number of respective courts.

#### 8.5 Cancellation of Booking

- a) All confirmed facilities bookings are not transferable.
- b) Facilities have not been taken up within the first 15 minutes of the reserved time-slot would be opened for booking thereafter.
- c) Cancellations must be made 24 hours in advance. Failure to utilize the facilities within the first 15 minutes of the reserved time or cancellations within 24 hours will be deemed a no-show, resulting in a 2-week suspension of online booking privileges.
- d) To ensure best use of the sports facilities, users are expected to follow the booking and cancellation procedures. Estates Office reserves the right to suspend further bookings by the individual, organization or group if it fails to comply with the cancellation regulation.
- e) The Estates Office reserves the right to cancel any bookings or close any facilities that are unsuitable for use. In case of adverse weather like heavy rainfall within the first half of the booked session, make-up court will be arranged for affected bookings with no extra cost.

#### 8.6 Outdoor Open Courts

Users may make use of the outdoor basketball court and the roof court at any time within the opening hours. Booking is not required.



## **II. REGULATIONS GOVERNING THE USE OF SPORTS FACILITIES**

### **1. General Regulations**

#### 1.1 Proper Sportswear

- a) Users should be dressed in appropriate sportswear.
- b) For all indoor facilities, footwear must be non-marking rubber-soled sports shoes.
- c) For the soccer pitches, no metal studs are allowed.
- d) For the 400-meter track, footwear must be non-marking rubber-soled sports shoes or shoes of spikes at 7mm or less.

#### 1.2 Changing Room

- a) Clothing and personal belongings should not be left unattended.
- b) Users are requested to assist in maintaining the state of cleanliness in the changing room.

#### 1.3 Lockers

- a) Lockers in changing rooms are either key-operated or coin-operated.
- b) For key-operated lockers, users are required to present their valid EdUHK Cards or EdUHK Sports Club Membership Cards for loan of keys at the service counter. Users must return the keys to the service counter before leaving the Complex.
- c) For coin-operated lockers, a deposit of a HK\$5 coin, which is retrievable when the key is returned, will be required to use the locker. Users must return the key to the locker before leaving and should not take away any keys.
- d) Users must not leave their belongings in the lockers overnight. The Estates Office staff has the authority to clear all lockers daily after closing time and to dispose of all properties found therein. The University shall not be responsible for safe-keeping any items found in lockers nor shall it be liable for any losses or damages in connection therewith.
- e) Users will be the responsible persons for the locker keys as well as the locker facilities. The cost of repairing / replacing lost or damaged locker keys / facilities will be charged against the responsible person at a cost basis, where applicable.

#### 1.4 Equipment

- a) Certain sports equipment may be checked out to users upon request.
- b) Users (requesters) must present their booking permit and scan their valid EdUHK Cards or EdUHK Sports Club Membership Cards to check out the equipment.
- c) The requester will be the responsible person for the check-out equipment.

- d) Equipment must be returned to the service counter before leaving ASC / PSKSC.
- e) Any cost of repairing / replacing lost or damaged equipment will be charged against the responsible person at a cost basis, where applicable.
- f) Users will be held responsible for any wilful damages to ASC / PSKSC properties, including but not limited to the lockers, flooring, furniture, fixtures, fitting. For safety reasons, any such damages should be reported immediately to on-duty staff.

#### 1.5 Audio-Visual Equipment

Use of audio-visual equipment, including loudspeakers and video cameras, is not allowed at the venues unless prior approval is given by the Estates Office.

#### 1.6 Spectators

Spectators are allowed in the designated areas that are covered with rubber floor mats, in the viewing galleries, or in the spectator stand of the facilities.

#### 1.7 No Smoking, Food and Drinks

- a) No smoking, food or drinks except water is permitted within the facilities.
- b) Drinking of water is only allowed outside the court area.

#### 1.8 Animals and Pets

Animals or pets are not allowed to be brought into any sports facilities unless prior approval is given by the Estates Office.

#### 1.9 Lost and Found

- a) Users should not leave any valuables unattended in any sports facilities. The University will not be liable for any lost personal properties.
- b) Any articles found should be taken to the service counter.
- c) Articles found will be kept for one week. All unclaimed articles will then be disposed of.

#### 1.10 Injuries and Accidents

- a) All injuries or accidents should be reported immediately to the service counter where first aid boxes are kept.
- b) All users are using the sports facilities at their own risk and the University will accept no responsibilities or liabilities to any related activities.

#### 1.11 Conduct

- a) All users should beware of their personal behaviors and should not disturb other users.
- b) In case of any behaviors that violates this regulation, or any equipment or facilities are being mis-used, the Estates Office staff will have the authority to reject or refrain the offender from entering the premises or from using

the facilities for a designated period, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

### 1.12 Typhoons or Adverse Weather

- a) ASC / PSKSC will be closed when Black Rainstorm Warning or Typhoon Signal No. 8 or above is hoisted. For safety sake, users are strongly recommended not to use any outdoor facilities or carry out any outdoor activities under unstable weather conditions or when the rainstorm, typhoon, strong monsoon or thunderstorm signals are hoisted by the Hong Kong Observatory.
- b) All outdoor facilities may be closed without prior notice in the event of adverse weather.

### 1.13 Revision of Regulations

The Estates Office reserves the right to alter or amend any of the regulations as and when necessary, without prior notice.

## **2. Amenities & Sports Complex Facilities**

### 2.1 Indoor Sports Facilities

- a) C.H.Y. Sports Hall
  - (i) Courts reserved can only be used for designated type of sports activities unless special prior arrangement had been made.
  - (ii) The Sports Hall is open for sports activities. Spectators or visitors should stay in the viewing gallery on the LP1 level.
- b) Dance Room

Room reserved can only be used for designated activities unless special prior arrangement has been made.
- c) Gymnasium

Venue reserved can only be used for designated activities unless special prior arrangement has been made.
- d) Physical Fitness Room
  - (i) The maximum capacity of the main and small Physical Fitness Rooms in ASC are 40 and 14 persons respectively at any one time.
  - (ii) Only eligible EdUHK Physical Fitness Room users are allowed to enter and use the room.
  - (iii) Persons aged 15 or below are not allowed to use the Physical Fitness Room.
  - (iv) After using the equipment, users should insert the adjustable key into the first weight stack and put all free weights back to their original position.

(v) For the sake of hygiene, users should wipe away the sweat left on the equipment used.

(vi) NO guest is allowed.

e) Sport Climbing Gym

(i) The maximum capacity of the Sport Climbing Gym is 12 persons at any one time.

(ii) Only eligible EdUHK Sport Climbing Gym users are allowed to book and use the climbing facilities.

(iii) Booking can only be made in groups of 2 or 3 users.

(iv) Users should place their valid EdUHK Cards or EdUHK Sports Club Membership Cards on the card holder before using the facilities.

(v) Climbing equipment will be provided by the Estates Office. Users should produce their valid EdUHK Cards or EdUHK Sports Club Membership Cards and Sport Climbing Gymnasium booking permit for loan of climbing equipment.

(vi) NO guest is allowed.

\* Please refer to III. Appendix of this handbook for detailed user information on Sport Climbing Gymnasium.

f) Squash Court

(i) No more than 2 players are allowed in the courts.

(ii) No other activities except squash can be played in the court.

(iii) Racket heads must be covered with white tape. Only non-marking balls are allowed.

(iv) Players are strongly advised not to wear glass spectacles. Suitable protection masks or goggles for eyes are strongly recommended.

g) Table-Tennis Room

(i) No more than 4 players are allowed for one table.

(ii) No other ball games except table-tennis can be played inside the room.

## 2.2 Outdoor Sports Facilities

a) Artificial Turf Football Pitch

(i) The pitch is mainly used for football games.

(ii) Only artificial turf football boots are allowed.

b) Basketball Court

The outdoor basketball court is mainly used for basketball games.

c) Roof Court

The roof court is mainly used for basketball, volleyball, handball and netball games.

d) Tennis Court

(i) No more than 4 players are allowed on one court. Only non-marking rubber-soled sports shoes are allowed in the courts.

(ii) No other activities except tennis can be played in the courts.

### 3. **The EdUHK Sports Centre Facilities**

#### 3.1 Indoor Sports Facilities

a) Multi-Purpose Room

The room reserved can only be used for designated activities unless special prior arrangement had been made.

b) Physical Fitness Room

(i) The maximum capacity of the Physical Fitness Room in PSKSC is 15 persons at any one time.

(ii) Only eligible EdUHK Physical Fitness Room users are allowed to book and use the room.

(iii) Persons aged 15 or below are not allowed to use the Physical Fitness Room.

(iv) After using the equipment, users should insert the adjustable key into the first weight stack and put all free weights back to their original position.

(v) For the sake of hygiene, users should wipe away the sweat left on the equipment used.

(vi) NO guest is allowed.

#### 3.2 Outdoor Sports Facilities

a) 400 Meters Running Track & Facilities for Fields Events

(i) The running track and fields are mainly used for athletic training.

(ii) Shoes with spikes longer than **7mm** in length are not allowed.

b) Artificial Turf Football Pitch

(i) The football pitch is mainly used for soccer and hockey games.

(ii) No metal studs except artificial turf football boots are allowed.

c) Grass Football Pitch

(i) The grass football pitch is mainly used for football games or field events training.

- (ii) No metal studs are allowed.
- d) Tennis Court
  - (i) No more than 4 players are allowed on one court. Only non-marking rubber-soled sports shoes are allowed in the courts.
  - (ii) No other activities except tennis can be played in the courts, unless prior approval is given by the Estates Office.

#### 4. **Swimming Pools**

In addition to the general regulations governing the use of the sports facilities, users should observe the following regulations regarding the use of the swimming pool:

##### 4.1 Health and Hygiene

- a) No persons with any communicable or skin disease should use the pool.
- b) For the sake of hygiene, babies or toddlers must wear appropriate nappy when using the swimming pool.
- c) Users must use the footbath and the shower before entering the pool area.
- d) Only clean and unsoiled rubber flip-flops are allowed on the pool deck. Rubber flip-flops, if worn, must be washed in the footbath before entering the pool area.
- e) Users with hair of shoulder length must wear bathing caps or tie up their hair while using the pool. Pool staff and lifeguards are authorized to prevent any offenders from using the pool.
- f) Spitting is prohibited in the pool area.
- g) Sun tan lotion is allowed on the pool deck. However, swimmers must shower before entering the pool.

##### 4.2 Safety and Conduct

- a) Children aged below 12 must be accompanied by one of their parents or an eligible adult user who is aged 18 or above. For safety concerns, buddy-swimming is recommended especially when the children are too young or they cannot swim. No single adult may accompany more than 4 children at any one time, and the children must leave the pool area when the adult leaves.
- b) Users must use the designated changing rooms.
- c) Users in swim suits must not use any other sports facilities besides the pool.
- d) Smoking, eating, drinking and carrying glasses or bottles into the pool area is strictly forbidden.
- e) Running, pushing, chasing and games are not permitted in the pool area.
- f) No jumping or diving.

- g) For safety concerns, except kickboards, buoys and inflatable armbands, use of other inflatable or swimming aids are not permitted in the swimming pool. Masks, flippers and other swimming aids are permitted ONLY for special programs approved by the Estates Office.
- h) The Outdoor and Indoor Pool can accommodate a maximum capacity of 280 persons and 40 persons respectively. When this cap is reached, a “FULL HOUSE” notice will be posted at the swimming pool entrance. No more persons will be allowed to enter the pool until attendance falls below the prescribed maximum.

#### 4.3 Closure of the pool

- a) The whole pool, or part of it may be closed during certain periods for classes, training or competitions. Advanced notification of these sessions will be posted on the notice board at the swimming pool entrance.
- b) The pool may be closed without prior notice in the event of adverse weather, urgent works or any other emergencies.

Note : The maintenance and operation of the swimming pool is required to conform with the Public Health Services Ordinance Cap. 132, Swimming Pool Bylaws. The above regulations are designed to supplement these bylaws, for the comfort, safety and convenience of all users. To make the best use of the facilities, users are requested to co-operate and adhere to the regulations.

### **III. APPENDIX**

#### **User Information on Sport Climbing Gymnasium**

##### **1. Booking Procedures**

###### 1.1 Individual Booking (On the day booking only)

- a) Only eligible EdUHK Sport Climbing Gymnasium users are allowed to book and use the climbing facilities.
- b) Booking must be made in person at the service counter of the Amenities & Sports Complex on the same day of use.
- c) Booking can only be made in groups of 2 or 3 users.
- d) Users must present a valid EdUHK Card or EdUHK Sports Club Membership Card to verify their eligibility.

###### 1.2 Group Booking

- a) Application may be made according to group booking procedures in use.
- b) The instructor / coach to participant ratio as recommended by China Hong Kong Mountaineering and Climbing Union (CHKMCU) must be observed and complied with:

Training Course: 1 qualified coach, with 1 Intermediate or above certificate holder per climbing route set

Fun Day / Activity: at least 2 qualified coaches, with 1 coach per climbing route set

##### **2. Information on Sport Climbing Gymnasium**

- 2.1 Users should observe the Regulations Governing the Use of Amenities & Sports Complex Facilities.
- 2.2 Users are advised to take every precaution to ensure safety. The EdUHK will accept no responsibilities or liabilities to any related activities.
- 2.3 In case of any behaviors that violates these regulations, or any equipment or facilities are being mis-used, the Estates Office staff will reject or refrain the offender from entering the premise or from using the facility.
- 2.4 Five top-rope climbing routes (Lane 1 to 5) and one traverse route (Lane 6) are set on the wall.
- 2.5 The maximum capacity of the Sport Climbing Gymnasium is 12 persons at any one time.



- 2.6 Only 1 climber per lane is allowed at any one time.
- 2.7 Solo climbing is strictly forbidden. Users must use the belaying system for climbing.
- 2.8 Users are not allowed to change the route settings without prior permission from the Estates Office.
- 2.9 Belaying equipment will be provided by the Estates Office. Users may choose to use their personal equipment at their own risk. For safety sake, users are advised to inspect the belaying equipment before use.
- 2.10 Non-roped climbing (Traversing) is not allowed above the red bouldering line.
- 2.11 A buddy system (to have another user to act as a supporter / spotter when the climbing is taking place) is highly recommended when traversing.

### **3. Application for Listing as an Eligible EdUHK Sport Climbing Gymnasium User**

- 3.1 Holders of elementary or above sport climbing certificate issued by CHKMCU are eligible to apply for listing as eligible EdUHK Sport Climbing Gymnasium users.
- 3.2 For safety sake, elementary sport climbing certificate holders must attend and pass a skill practice / assessment workshop recognized or organized by the Estates Office before using any climbing facilities.
- 3.3 Registration for the skill practice / assessment workshop should be made in person at the Amenities & Sports Complex Service Counter with valid EdUHK Cards.
- 3.4 The following categories of users may apply for listing as the eligible EdUHK Sport Climbing Gymnasium user directly without the need to attend the assessment session:
  - a) EdUHK Sport Climbing Course participants who has successfully attained Level I or above Certificate; or
  - b) Holders of Intermediate or above Certificate issued by CHKMCU.

Application can be made in person at the Amenities & Sports Complex Service Counter with valid EdUHK Card.

#### **4. Equipment Loan Procedures**

- 4.1 Users should produce valid EdUHK Card and Sports Climbing Gymnasium booking permit for loan of climbing equipment.
- 4.2 A storage box with 3 harnesses, 1 figure-8 descender, 2 screw-gate karabiners and 1 30m climbing rope will be provided for each top-rope climbing lane.
- 4.3 Users should fill-in the “Equipment Check-out Form” after checking the conditions of equipment.
- 4.4 Climbers should report any accidents or irregularities of equipment to the Amenities & Sports Complex Service Counter.
- 4.5 Equipment must be returned to the Amenities & Sports Complex Service Counter after use. Any lost or damaged equipment will be charged against the person responsible at a cost basis.