Regulations Governing the Use of Sports Facilities of Hong Kong Baptist University Shek Mun Campus

(Revised in December 2013)
Foreword

The Regulations governing the use of Sports Centre and Swimming Pool (hereinafter referred to as "the Sports Facilities") of the College of International Education (Shek Mun Campus), Hong Kong Baptist University (hereinafter referred to as "the College") aim to serve as a general guide and source of information to all users whilst using the Sports Facilities.

The Regulations governing the use of the Sports Facilities are posted at the notice boards of Sports Centre Office.

The College reserves the rights to modify, revoke, or add to such regulations when necessary. However, written notices concerning the above will be posted at the entrances of the Sports Facilities.
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1 General Regulations

1.1 Opening Hours
Monday to Friday 8:30 a.m. to 8:30 p.m.
Saturday 8:30 a.m. to 3:30 p.m.
Sunday and Public Holiday Close

1.1.1 The Sports Facilities will be closed on the issue of tropical cyclone signal No. 8 or above. The Management of Sports Facilities (hereinafter referred to as “the Management”) may also exercise discretion to close the facilities when, in its opinion, that the facilities are unsuitable for use from safety or operational point of view.

1.2 Eligible Users
The following categories of users may use the Sports Facilities, provided that they possess the valid HKBU I.D. Cards when entering the Sports Facilities.
1.2.1 Full-time students of HKBU/HKBU SCE
1.2.2 Full-time staff of HKBU/HKBU SCE
1.2.3 Students of Certificate/Diploma Courses of HKBU SCE
1.2.4 B(Ed) Students of HKBU SCE
1.2.5 Honorary Associates and Adjunct Professors of HKBU
1.2.6 Full-time Staff of HKBU Affiliated School WKF Secondary and Primary School
1.2.7 Holders of Dependent Card of HKBU/HKBU SCE
Dependents under the age of 12 must be accompanied by a parent or an eligible user aged 18 or above when using the Sports Facilities.
1.2.8 Other parties with permission of the Management, e.g. visiting teams.

1.3 Guests
1.3.1 All eligible users except the Holders of Dependent Card of HKBU/HKBU SCE may bring 3 guests at any one time to use the Sports Facilities.
1.3.2 The Management could exercise discretion to relax the maximum number of guests accompanied by the above categories of users.
1.3.3 All guests may use the Sports Facilities under the following conditions:
   1.3.3.1 if they register in the Guests' Book;
   1.3.3.2 if they are accompanied by eligible users at all times when using the sports facilities;
   1.3.3.3 if they settle the guest entrance fees in accordance with the rental charges of Sports Facilities.

1.4 Fitness Room Users
1.4.1 Users must be the registered Fitness Room User and they should produce their HKBU I.D. Cards when signing in the Fitness Room.
1.4.2 Users could be registered as Fitness Room User by completing the “Fitness Room User Training Course” organized by the Sports Centre of Shek Mun Campus or Wai Hang Sports Centre of Kowloon Tong Campus.
1.4.3 Holders of equivalent qualification awarded by LCSD or other local institute may ask for exemption and register as Fitness Room User.

1.5 Booking of Facilities
1.5.1 Physical Education classes and other sports activities, such as competitions, training sessions, seminars, conferences, and students projects & researches have priority in using the Sports Facilities.
1.5.2 If the courts are not taken up ten minutes after the commencement of the reserved session, they will be deemed to be a cancellation and the fees paid will be forfeited. Eligible users may then use the courts upon payment of the relevant fees on a first-come-first-served basis.

1.5.3 Group Bookings
All bookings should be made via the General Administration Section of the College.

1.5.4 Individual Bookings
1.5.4.1 Individual bookings can be made 7 days in advance, inclusive of the day of making the booking, at the Sports Centre Office.
1.5.4.2 Each session is limited to 60 minutes.
1.5.4.3 Users can make only one booking for any one type of facility each day unless otherwise specified.
1.5.4.4 Users must apply in person and produce their valid HKBU I.D. cards at the Sports Centre Office when a booking is made.
1.5.4.5 A using permit will then be issued upon payment of the appropriate fees. Fees paid are non-refundable.
1.5.4.6 Users must check the details of their bookings before leaving the Sports Centre Office.
1.5.4.7 Cancellation of Bookings:
1.5.4.7.1 Under normal circumstances, no application from a hirer to transfer a confirmed booking to a different time will be accepted and the fees paid will be forfeited.
1.5.4.7.2 If a confirmed booking has to be cancelled by the Management owing to inclement weather or any unforeseen circumstances, the hirer may apply for reallocation of the session within 7 days, inclusive of the day of the original booking.
1.5.4.8 The using permit must be produced for inspection upon request.
1.5.4.9 The hirer must be one of the players using facilities and must produce a valid using permit for verification and registration before using the facilities. The permit is not transferable.
1.5.4.10 The booked facilities will only be used for the designated function of the facilities, unless with prior approval of the Management.

1.6 Discipline
1.6.1 All players must leave the playing area when their booked session/hour is over.
1.6.2 The Management may refuse any person from using the facility if a user does not comply with the regulations. In such event the paid fees are forfeited.
1.6.3 Individual use of the facilities will only be allowed for personal recreational purpose.
1.6.4 All users of Fitness Room must wear the wrist bands given by the Sports Centre Office at all times when using the facilities.
1.6.5 On the basis of the nature of use/activity of the user, the Management may stipulate any maximum user capacity of the booked facility on safety ground and management consideration.
1.6.6 The Management reserves the right to reject any person from entering the Sports Facilities upon health grounds or other reasons and/or impose further conditions for the use of facilities.
1.6.7 All players must wear appropriate attire, footwear, and use appropriate equipment and protective gear as necessary.

1.6.8 Except with prior permission of the Management, no person shall introduce any animal or bird into the Sports Facilities.

1.6.9 Gambling and smoking are prohibited in the Sports Facilities.

1.6.10 Except with prior permission of the Management, eating and drinking shall not be permitted inside the playing areas.

1.6.11 Except with prior permission of the Management, no photo-taking and video recording is permitted in the Sports Facilities.

1.6.12 Except with prior permission of the Management, no person shall, in the Sports Facilities, operate, play or make any sounds by means of, any musical or other instrument, including any gramophone, radio apparatus or cassette player.

1.6.13 Except with prior permission of the Management, no person shall affix any advertisement, bill, placard, notice, banner or any other similar decoration to or upon any part of any building, wall, fence, barrier, railing, post or seat or any other structure forming part of the Sports Facilities.

1.6.14 No person shall:

1.6.14.1 willfully deface, injure, soil, defile or otherwise damage any wall or any fence in or enclosing a stadium, or any building, barrier, railing, post or seat or any structure of any kind whatever, or any equipment, apparatus, fitting, fixture or facility provided for use in the Sports Facilities;

1.6.14.2 willfully or negligently remove any equipment, apparatus or fitting provided for use in the Sports Facilities;

1.6.14.3 climb any wall or fence in or enclosing a stadium or any building or any barrier, railing, post or other structure within or enclosing the Sports Facilities;

1.6.14.4 carry into the Sports Facilities glass bottles or metal cans whether empty, except with prior permission of the Management;

1.6.14.5 within the Sports Facilities be in possession of any glass bottles or metal cans, except with the prior permission of the Management;

1.6.14.6 within the Sports Facilities conduct himself otherwise than in a decent and orderly manner;

1.6.14.7 within the Sports Facilities use any obscene or abusive language to the annoyance of any person;

1.6.14.8 spit; or

1.6.14.9 throw any litter.

1.7 Equipment and Property

1.7.1 Equipment may be loaned to users of the Sports Facilities. Users must produce and deposit their valid I.D. Cards at the Sports Centre Office for the loan of equipment.

1.7.2 The users shall be responsible to meet the cost of repairing any damage caused to the facilities, and of repairing or reinstating or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of the facilities.

1.7.3 All equipment must be returned right after the use of Sports Facilities.
1.8 Changing Rooms and Lockers
  1.8.1 Lockers are available on loan to users when using the Sports Facilities.
  1.8.2 Users can only rent for one locker at one time.
  1.8.3 Users must produce and deposit their valid I.D. Cards for the use of lockers at the Sports Centre Office.
  1.8.4 Users are responsible for the lockers and keys on loan to them. They will be required to pay for any loss or damage of the lockers and keys at a cost to be decided by the Management.
  1.8.5 On checking out, the keys must be returned to the Sports Centre Office.
  1.8.6 All unclaimed belongings found inside a locker will be removed after daily closure of the Sports Facilities.
  1.8.7 Users should take care of their own belongings. The College will not accept any responsibility for loss or damage of personal properties.
  1.8.8 No photo-taking and video recording is allowed in the toilets and changing rooms.

1.9 Lost and Found
  1.9.1 Users are reminded not to leave valuables in the Sports Facilities. The College will not accept any responsibility for loss or damage of personal property.
  1.9.2 All found properties will be returned to the Sports Centre Office and being kept for 3 months. Thereafter all unclaimed items will be sent to General Administration Section of the College for further actions.

1.10 First-Aid and Liability for Accidents
First-aid rooms are located at Gymnasium 2 and Swimming Pool. Users are responsible for their own safety when using the Sports Facilities. The College will not accept any responsibility or liability for any accident or injury incurred by users.

1.11 Spectators
Under no circumstances should the users arrange any public admission during the use into the booked facility as spectators, or participants of the use, without the prior approval of the Management.

2 Regulations on Using Swimming Pool
  2.1 A person may not be allowed to enter the precincts of a swimming pool if he/she:
    2.1.1 has suffered from conjunctivitis (red eye) or any other communicable diseases;
    2.1.2 is under the influence of drink or drugs.
  2.2 A child aged under 12 entering the swimming pool must be accompanied by an adult aged 18 or above.
  2.3 No person shall enter a swimming pool without first having passed through a shower bath and foot bath.
  2.4 Swimmers must obtain a wrist band from the Sports Centre Office by settling the entrance fees and depositing the valid I.D. cards at the Sports Centre Office and wear the band before entering the swimming pool.
  2.5 Swimmers must wear proper swimming suits when entering pool deck areas.
  2.6 Slippers must be thoroughly cleaned when entering pool deck areas.
  2.7 No person over the age of 8 years or of a height exceeding 1.35 metres shall enter the dressing room or other compartment reserved for the opposite sex.
2.8 No person, within the precincts of the swimming pool, shall:
   2.8.1 eat, drink, or smoke;
   2.8.2 run or dive except prior approval is sought from the Management;
   2.8.3 spit;
   2.8.4 conduct himself otherwise than in a quiet, decent and orderly manner;
   2.8.5 do any act which is likely to endanger, obstruct, cause inconvenience or
       annoy any person;
   2.8.6 throw any litter;
   2.8.7 remove or interfere with any life saving apparatus or equipment;
   2.8.8 without reasonable cause, utter any cry or make any noise or disturbance,
       with the intention of causing alarm or anxiety to spectators, attendants or
       bathers;

2.9 Activities which may cause dangers to other swimmers are prohibited unless prior
    permission is obtained from the Management. Games or any kind of chases are
    not allowed in the pool areas.

2.10 Swimmers must follow the instructions of the venue in-charge or life guards on
duty.

3 Charges
The charges for use of facilities and guest fees are posted on the notice boards of Sports
Centre and Swimming Pool.

4 Useful Telephone Numbers
Sports Centre
   General Enquiries : 3411 3200
   Fax. No. : 3411 3351
   Email Address : sportsc@hkbu.edu.hk

5 Remarks
Any violation of the above conditions by any user may result in suspension of his/her right
in using the Sports Facilities.