Regulations Governing the Use of Sports Facilities on Campus

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Regulations Governing the Use of Sports Facilities on Campus

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1. Opening Hours of Sports Facilities
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Regulations Governing the Use of Sports Facilities on Campus

Part I : General Regulations and Sports Facilities
A) General Regulations

1. Users

The sports facilities are available for use to the following persons providing they produce their appropriate PolyU I.D. Cards / Sports Facilities User Cards issued by the Physical Education Section on entrance.

1.1 Full-time students, part-time students, postgraduate students & visiting students.

1.2 Full-time staff, part-time staff, temporary full-time staff, PolyU retirees & sports facilities user cardholders.

1.3 Spouse of full-time staff and temporary full-time staff, and their dependants with valid dependant cards issued by the Human Resources Office of the PolyU.

Dependants of full-time staff and temporary full-time staff under 12 must be accompanied by an eligible user who is 18 or above when using the sports facilities.

1.4 Alumni - PolyU graduate visa cardholders / members of the Federation of HK Polytechnic University Alumni Association can book & use all sports facilities providing that they have contributed the subscription fee at $400/yr. or $200/half yr.

1.5 Approved user cardholders, e.g. staff of bookshop, canteen & bank, etc.

They can book & use all sports facilities but cannot bring in guests.

1.6 Guest users may use the sports facilities under the following conditions:

a. Each full-time student, part-time student and spouse of a full-time staff may bring in one paying guest to use sports facilities at one time.

b. Each full-time staff, part-time staff, PolyU retirees, & sports facilities user cardholders (except approved user cardholders) may bring in a maximum of three paying guests to use sports facilities at one time.

c. A guest will be admitted to the sports facilities upon submission of a guest ticket.

d. Guest tickets are not refundable.

e. The guest must be accompanied by an eligible host user as specified in item 1.6. a. & b. when entering the sports facilities, and must remain with the user throughout his/her stay. The guest must leave when the host user leaves.

f. An eligible user is responsible for the conduct of his/her guest during his/her stay in the sports facilities.

g. A guest shall observe all regulations regarding the use of sports facilities.

h. Any violation of the above regulations by a user shall result in suspension of his/her right to bring guests into any sports facilities for a period of 3 months.
2. Booking

2.1 Each booking session is 60 minutes except the booking of the Fitness Room which is 30 minutes only.

2.2 The Physical Education programme and training courses organized by the Physical Education Section of Student Affairs Office (SAO) have the priority in using the sports facilities.

2.3 Advance booking

   a. PolyU registered / authorized organizations may apply for advance booking.

   b. Only PolyU internal and well organized sports activities such as competitions and formal training under the supervision of certified coaches will be considered.

   c. All advance bookings must be made two weeks in advance but not earlier than three months with the Physical Education Section of SAO. In the case of student groups i.e. departmental associations, Students’ Union affiliated clubs, etc., booking can only be made via the Sports Affairs Committee of the PolyU Students’ Union. Application must be accompanied with a proposed fixture and an approved function form.

   d. Advance booking for organizing sports activities will be considered on a first-come-first-served basis. Should there be more than one booking requests of similar nature received at the same time, lot drawing method will be used.

2.4 Individual booking   Web Site : https://www29.polyu.edu.hk/saosport/login.htm

   a. Individual bookings can be made one week in advance in person at the booking counters of the sports venues or via WEB.

   b. During public holidays, individual bookings can only be made via WEB.

   c. Individual deposit accounts for all eligible users are set up automatically in the Sports Facilities Booking System.

   d. Booking deposit from a minimum of HK$100 to HK$1,000 can be made at the booking counters of sports facilities on campus.

   e. The balance of the deposit account will be refunded to user via auto-payment when he/she leaves the PolyU.

2.5 For any one type of facility other than the Fitness Room, a user can book only one session per day. For the Fitness Room, a user can book up to two consecutive sessions per day.

2.6 Users must produce their valid PolyU I.D. cards/sports facilities user cards when a booking is made in person.

2.7 Users can confirm their bookings via WEB within a maximum of 4 hours prior to the booking time slot. The confirmed booking slot cannot be transferred nor cancelled.

The booking permits can be obtained within 4 hours before the booking time slot at the entrance counter of each sports venue. Booking permits must be produced upon request.
2.9 If a booked facility, (except the Fitness Room), remains unoccupied 10 minutes after the booked session should begin, it will be released to other users except for the booking of the Fitness Room which will be released 5 minutes after the appointed time. The booking fee will not be refunded. Any users who wish to make use of such unoccupied facilities must make their bookings at the booking counters. Such booking will not be restricted by Item 2.5 above.

2.10 Cancellation of bookings can be made at least one day (24 hrs) in advance and the booking fees will be refunded to the users’ Booking Deposit Account automatically.

2.11 All bookings are transferable. However, a booking made by a student must be transferred to a student only.
3. Number of Users Permitted in Sports Venues

To ensure users’ safety, the maximum number of concurrent player(s) allowed for respective sports venues is set as follows:

<table>
<thead>
<tr>
<th>Sports Venue</th>
<th>Max. no. of players for competitions &amp; recreational activities</th>
<th>Max. no. of players for training session under supervision by certified coach</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton Court</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Indoor Basketball / Volleyball Court (Shaw Sports Complex / Fong Shu Chuen Hall)</td>
<td>12</td>
<td>24</td>
</tr>
<tr>
<td>Soccer Pitch</td>
<td>14</td>
<td>24</td>
</tr>
<tr>
<td>Squash Court</td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>Tennis Court</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Fitness Room VS007b&amp;c</td>
<td>20</td>
<td>24</td>
</tr>
<tr>
<td>Table-tennis Table</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Golf Practice Bay VS007d</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Venue</th>
<th>Max. no. of users for Dance/Yoga/Tai Chi, etc.</th>
<th>Max. no. of users for lecture</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity Room No. 1 S121</td>
<td>20</td>
<td>45</td>
</tr>
<tr>
<td>Activity Room No. 2 VS007e</td>
<td>20</td>
<td>45</td>
</tr>
</tbody>
</table>
4. Attire

Users should put on sportswear. Footwear must be non-marking rubber-soled sports shoes. For the artificial turf soccer pitch, no metal-stud shoes are allowed.

5. Changing Rooms

The Physical Education Section of SAO is not responsible for any loss or damage of personal belongings being left unattended in the changing rooms.

6. Lockers

Users must not leave their belongings in the lockers overnight. Staff of the Physical Education Section of SAO have the authority to clear all lockers daily after the closing time and to dispose all properties found therein. The Physical Education Section of SAO will not be responsible for the safe-keeping of any items found in the lockers, nor be liable for any loss or damage.

7. Property and Equipment On Loan

7.1 Equipment can be checked out at the service counters by filling out the appropriate loan form. All equipment on loan must be returned to the service counters immediately after use or when users leave the sports facilities. The person who signed on the loan form will be responsible for any loss or damage of the equipment on loan to him/her.

7.2 Users will be responsible for any damage to the property in the sports facilities, such as lockers, windows, flooring, furniture, etc.. As a general rule, damage should be reported as soon as possible.

8. Photo and Video Filming

Photo taking without flash and video filming are allowed inside the sports facilities except in the changing rooms & swimming pool, provided that no disturbance is caused to other users.

9. Pets

Users must not bring any pets into the sports facilities.

10. Smoking

Smoking is not permitted in sports facilities.
11. Food and Drink

No food or drink except water will be permitted in sports facilities.

12. Lost-and-found

12.1 Users are reminded not to leave valuables in the sports facilities. PolyU will not be responsible for any loss of personal property.

12.2 Unclaimed property and/or users’ belongings left behind in any sports facilities will be sent to the Security Section of Facilities Management Office for further action on the following day.

13. Injuries

13.1 All injuries must be reported immediately to the service counter for necessary action. First aid boxes are kept at the service counter.

13.2 Users are responsible for their own safety during their stay in the sports facilities. The Physical Education Section of SAO will accept no responsibility or liability whatsoever.

14. Gambling

No gambling in any form is allowed within the sports facilities.

15. Decorations

Unless prior approval is obtained from the Physical Education Section of SAO, users are not allowed to display any decoration, banner or sign, etc. in any sports facilities.

16. Adverse Weather

16.1 All sports facilities will be closed when tropical cyclone signal No.8 or above is hoisted.

16.2 Outdoor sports facilities may be closed when rainstorm warnings or thunderstorm warnings are issued.

16.3 The Physical Education Section of SAO has the right to close any part of the sports facilities when, in its opinion, the facilities are not suitable for use. The sports facilities staff will cancel the bookings of the affected venues on the day and the booking fees will be refunded to the users’ Booking Deposit Account immediately.
17. Misconduct

In the case of misconduct, or of any behaviour inconsistent with the regulations governing the use of the sports facilities, or where premises are being misused, the Physical Education Section of SAO shall have the authority to expel or debar the offender from the premises for a period up to three months. A written appeal against the decision may be lodged with the Physical Education Section, Student Affairs Office within fourteen days.

18. Proper Use of Sports Facilities

18.1 All sports facilities can only be booked for their designated and specific use, unless prior approval is obtained from the Physical Education Section of SAO.

18.2 All users must observe and follow the regulations governing the use of sports facilities, be responsible for their own safety and that of the others while using the sports facilities.

18.3 All users should demonstrate courteous conduct so as not to cause any nuisance to other users.

18.4 All training courses organized within PolyU sports facilities should have the prior approval by the Physical Education Section of SAO.

18.5 Private coaching or profit making activities within PolyU sports facilities are prohibited.

19. Revision of Regulations

Users are required to accept the interpretation of the aforesaid rules and decisions made by the Physical Education Section, Student Affairs Office. The Physical Education Section, Student Affairs Office reserves the right to alter or amend any of the aforesaid regulations when necessary.
B) Sports Facilities on Campus  
   (All indoor sports facilities are air-conditioned)

1. Shaw Sports Complex

1.1 Sports Hall No.1 (a multi-purpose sports hall for badminton / basketball / handball / volleyball)
   (a) Basketball Court No. 1 / Badminton Courts No. 1, 2, 3
   (b) Badminton Courts No. 4, 5, 6

1.2 Sports Practice Hall (a multi-purpose hall for badminton / dancing / fencing / gymnastics / judo / martial art / volleyball, etc.)
   (a) Badminton Courts No. 7, 8 / Volleyball Court No. 1

1.3 Rooftop Tennis Courts No. 1, 2 (hard surface)

1.4 Fitness Rooms (Rm. VS007b&c)
   1.4.1 Only those who are 16 years of age or above and have been trained to use the fitness equipment and able to provide fitness room training records endorsed by the Physical Education Section of SAO can use the Fitness Room.

1.5 Golf Practice Bays (Rm VS007d) – Bay No.1 & 2
   1.5.1 One golf club per bay & 30 golf balls can be loaned free of charge.

1.6 Activity Room No. 2 (Rm VS007e) (for dance / yoga / taichi, etc.)

1.7 Table-tennis Room - Table No. 1 to 9

1.8 Fong Shu Chuen Hall - Basketball Court No. 2 / Volleyball Court No.2

2. Keith Legg Sports Field

   Soccer Pitch (54m x 28m) (artificial turf)
3. Kwong On Jubilee Sports Centre

3.1 Sports Hall No. 2 (a multi-purpose sports hall with indoor synthetic sports floor for badminton / basketball / tennis / volleyball)

(a) Badminton Courts No. 9, 10, 11, 12

3.2 Squash Courts No. 1, 2, 3, 4

3.3 Activity Room No.1 (S121) (for dance / yoga / taichi, etc.)

4. Michael Clinton Swimming Pool

8-lane 50 M (19m x 50m, depth: 1.3m to 4m) unheated pool - with Electro- Hypochloride Generator system

4.1 Regulations Governing the Use of the Swimming Pool

4.1.1 Users of the swimming pool can gain access through the changing rooms at Shaw Sports Complex.

4.1.2 Only swimming wear is allowed inside the swimming pool and its vicinity.

4.1.3 Only clean and unsoiled rubber sandals are allowed in the pool deck area. The aforesaid footwear must be washed in the footbath before entering the pool area.

4.1.4 Users must use the footbath and the shower before entering the swimming pool.

4.1.5 Users with shoulder length or longer hair must wear swimming caps or tie up their hair when swimming. (This is to avoid loose long hair blocking the filtration plant.)

4.1.6 Users should not wear spectacles in the water.

4.1.7 Activities and aids which may cause hindrance or danger to other swimmers are prohibited.

4.1.8 Diving is not allowed at the shallow end of the swimming pool or anywhere that is crowded.

4.1.9 Users who have put on sun tan lotion are required to take a shower in the footbath or shower room before entering into the water.

4.1.10 No games of any kind are allowed in the Swimming Pool and pool deck area.

4.1.11 When the number of users occupying the swimming pool reaches 150, a "FULL HOUSE" notice will be posted at the entrance to the pool area. Under such circumstances swimmers will be cleared from the swimming pool every 1 hour after the "FULL HOUSE" sign is up, so that newcomers may have a chance to use the facilities.

4.1.12 The maximum number of swimmers for each lane should not exceed 18.
4.1.13 The whole or part of the Swimming Pool may be closed for classes, training or competitions. Advance notification of the aforesaid closures will be posted on the swimming pool notice board.

4.1.14 No person suffering from a communicable disease shall enter the swimming pool area. For the comfort, safety and convenience of all users, the regulations must be complied with.

4.1.15 The maintenance and operation of the swimming pool conform to the Public Swimming Pools Regulation Chapter 132 (Subsidiary Legislation).
Part II : Opening Hours & Charges for Sports Facilities on Campus

1. Opening Hours of Sports Facilities

1.1 The Shaw Sports Complex, Fong Shu Chuen Hall, Kwong On Jubilee Sports Centre and Keith Legg Sports Field are open during the following hours:

Monday to Sunday 8:30 am - 10:30 pm

1.2 The sports venue booking session:

Monday to Sunday 8:30 am - 10:30 pm

1.3 The booking counters at all sports venues:

Monday to Sunday 8:30 am - 10:00 pm

(The above timeslots is effective from 2 July 2011)

1.4 The Michael Clinton Swimming Pool:

April, May, October & November

Monday to Saturday 10:30 am - 2:30 pm & 3:30 pm - 8:30 pm

Sunday 10:30 am - 5:30 pm

June to September

Monday to Saturday 9:30 am - 2:30 pm & 3:30 pm - 9:30 pm

Sunday 9:30 am - 6:30 pm

1.5 Users must leave the sports venue before the closing time.

1.6 Sports facilities are closed on public holidays.

1.7 The Physical Education Section of SAO shall close any part of the facilities if, in their opinion, the facilities are not fit for use or for any other reasons.
## 2. Charges for Use of Sports Facilities

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Charges for Student</th>
<th>Charges for Staff &amp; Other User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Badminton Court</td>
<td>$10 / hour / court</td>
<td>$20 / hour / court</td>
</tr>
<tr>
<td>Indoor Basketball / Volleyball Court</td>
<td>$21 / hour / court</td>
<td>$42 / hour / court</td>
</tr>
<tr>
<td>Soccer Pitch (with floodlight)</td>
<td>$15 / hour / court ($27 / hour / court)</td>
<td>$30 / hour / court ($42 / hour / court)</td>
</tr>
<tr>
<td>Soccer Pitch (with floodlight)</td>
<td>$15 / hour / court ($27 / hour / court)</td>
<td>$30 / hour / court ($42 / hour / court)</td>
</tr>
<tr>
<td>Fitness Room (VS007b&amp;c)</td>
<td>$3 / ½ hour / person</td>
<td>$6 / ½ hour / person</td>
</tr>
<tr>
<td>Golf Practice Bay (VS007d)</td>
<td>$6 / hour / bay</td>
<td>$12 / hour / bay</td>
</tr>
<tr>
<td>Activity Rm. No. 1 (S121)</td>
<td>$10 / hour / room</td>
<td>$20 / hour / room</td>
</tr>
<tr>
<td>Activity Rm. No. 2 (VS007e)</td>
<td>$10 / hour / room</td>
<td>$20 / hour / room</td>
</tr>
<tr>
<td>Table-tennis Room</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>Free</td>
<td>Free</td>
</tr>
<tr>
<td>Loss of Locker Key</td>
<td>$80 each</td>
<td>$80 each</td>
</tr>
<tr>
<td>Guest Ticket</td>
<td>$20 each</td>
<td>$20 each</td>
</tr>
</tbody>
</table>

### 2.2
The charge for floodlight is effective from 5:30 pm to 10:30 pm in winter from November to March and from 6:30 pm to 10:30 pm in summer from April to October.

### 2.3
Purchase of guest ticket(s) can be made at the booking counters at all sports venues.
2.4 Hire of Swimming Pool by Outside Groups

Outside groups/organizations can apply for the use of the swimming pool during its opening period for aquatic meets or training courses at the rate specified below:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Charges for non-profit making organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whole Pool (4 hour session)</td>
<td>$5,000 / session</td>
</tr>
<tr>
<td>P.A. System (4 hour session)</td>
<td>$500 / session</td>
</tr>
<tr>
<td>Additional Hourly Rate for the Whole Pool</td>
<td>$2,000 / hour</td>
</tr>
<tr>
<td>Lane (2 hour session)</td>
<td>$1,000 / session / lane</td>
</tr>
</tbody>
</table>

2.5 The charges include the fees for lifeguard service.

For inquiry, please contact the Physical Education Section of Student Affairs Office:
Sports Facilities: (852) 2766 6780 / 6778 / 6824
General Office: (852) 2766 6812 / 6813 or 3400 3123
E-mail : sapes@polyu.edu.hk

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