

Regulations Governing the Use of Sports Facilities on Campus

A) GENERAL REGULATIONS

1. Eligible Users.....	P.2
2. Booking.....	P.2
3. Attire.....	P.3
4. Changing Rooms.....	P.4
5. Lockers.....	P.4
6. Property and Equipment Borrowing.....	P.4
7. Photo and Video Filming.....	P.5
8. Pets.....	P.5
9. Smoking.....	P.5
10. Food and Drink.....	P.5
11. Lost and Found.....	P.5
12. Injuries.....	P.5
13. Gambling.....	P.5
14. Decorations.....	P.5
15. Adverse Weather.....	P.6
16. Misconduct.....	P.6
17. Proper Use of Sports Facilities.....	P.6

B) SPORTS FACILITIES ON CAMPUS

1. Shaw Sports Complex.....	P.7
2. Kwong On Jubilee Sports Centre.....	P.7
3. Block X Sports Centre.....	P.7
4. Michael Clinton Swimming Pool.....	P.8
5. Block X Indoor Swimming Pool.....	P.9

C) NUMBER OF USERS, OPENING HOURS & FEE FOR SPORTS FACILITIES ON CAMPUS

1. Number of Users Permitted in Sports Venues.....	P.10
2. Opening Hours of Sports Facilities.....	P.11
3. Fees for Use of Sports Facilities.....	P.13

D) REVISION OF REGULATIONS AND CHARGES

1. Revision of Regulations and Charges.....	P.13
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A) GENERAL REGULATIONS

1. Eligible Users

The sports facilities are available for use to the persons providing they produce their appropriate PolyU I.D. Cards / Sports Facilities User Cards issued by the Student Affairs Office (SAO) upon entrance.

Other users including:

- 1.1 Alumni – The cardholders of PolyU Alumni eCard / PolyU Visa Card / The Federation of the Hong Kong Polytechnic University Alumni Associations (FHKPUAA) Card with the successful application of Alumni Sports Facilities User Card.
- 1.2 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 guest at a time to use sports facilities by paying a guest fee except Fitness Room.
 - b. Each full-time staff, part-time staff, PolyU retiree, & sports facilities user cardholder (except approved user cardholders) may bring in a maximum of three guests at a time to use sports facilities by paying guest fee except Fitness Room.
 - c. User under 12 years of age must be accompanied by an eligible user who is 18 or above when using the sports facilities.
 - d. A guest will be admitted to the sports facilities upon submission of a guest ticket.
 - e. Guest tickets are not refundable.
 - f. The guest must be accompanied by an eligible host user when entering the sports facilities, and must remain with the user throughout his/her visit. The guest must leave when the host user leaves.
 - g. An eligible user is responsible for the conduct of his/her guest during his/her stay in the sports facilities.
 - h. A guest shall observe all regulations regarding the use of sports facilities.
 - i. 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.
 - j. The use of the on-campus sports facilities guest ticket is limited to use on Saturdays, Sundays and public holidays only.

2. Booking

- 2.1 Each booking session is 60 minutes per session.
- 2.2 The Sports related training organized by SAO take priority with the use of the sports facilities.

2.3 Advance booking:

- a. PolyU registered / authorized organizations may apply for advance booking.
- b. Only PolyU internal and 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 with SAO two weeks in advance but no earlier than three months before. Application must be accompanied with a proposed fixture and/or function detail.
- d. Advance booking for organizing sports activities will be considered on a first-come-first-served basis. Should there be more than one booking request of similar nature received at the same time, a lot drawing method will be used.

2.4 Individual booking:

- a. Individual bookings can be made one week in advance via POSS (PolyU On-line Student Services System) from 08.30 every day.
- b. Individual deposit accounts for all eligible users are set up automatically in the Sports Facilities Booking System.
- c. Booking deposits of HK\$50 to HK\$1,000 can be made at the booking counters of Shaw Sports Complex or via the on-line payment system.
- d. The balance of the deposit will be refunded to the user registered bank account when user leave PolyU by submission of refund request in the booking system or writing to sports.facility@polyu.edu.hk. Any unclaimed sports facilities booking deposit of users who have left PolyU for more than 4 years without asking for refund will be confiscated without further notice.

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

2.6 Cancellation of bookings can be made at least 24 hours prior to the booking and the booking fees will be refunded to the users' Booking Deposit Account automatically.

2.7 All bookings are transferable. However, the transfer of booking can only be made between the same type of user.

3. **Attire**

3.1 Users should wear proper sportswear. Footwear must be non-marking, rubber-soled sports shoes. No slippers or sandals are allowed and no training without a shirt.

3.2 Protective gears should be worn if needed and accessories including necklace, knickknack and glasses that may cause danger are advised to remove while playing.

4. Changing Rooms

- 4.1 SAO is not responsible for any loss or damage of personal belongings left unattended in the changing rooms. All belongings should keep in locker if users leave the changing room.
- 4.2 Use of cellular phone is not allowed in the changing room.

5. Lockers

- 5.1 Lockers are available at the sports centres. Details are as follows:

Location	Type
Shaw Sports Complex Changing Rooms	HK\$10 coin-return lockers / Electronic card lockers
Michael Clinton Swimming Pool Changing Rooms	Key lock lockers
Kwong On Jubilee Sports Centre (Next to Squash Courts)	Electronic card lockers
Kwong On Jubilee Sports Centre Changing Rooms	HK\$10 coin-return lockers
Block X Sports Centre Main Hall	Electronic card lockers
Block X Sports Centre Changing Rooms	HK\$10 coin-return lockers
Block X Swimming Pool Changing Rooms	Key lock lockers

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

6. Property and Equipment Borrowing

- 6.1 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.
- 6.2 Equipment can be borrowed from the service counters. All equipment that is borrowed must be returned to the service counters immediately after use or when users leave the sports facilities. The person borrows the equipment will be responsible for any loss or damage of the equipment

7. 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.

8. Pets

Pets are not permitted in the sports facilities.

9. Smoking

Smoking is not permitted in the sports facilities.

10. Food and Drink

No food is permitted in the sports facilities. All drinks must be contained in a lid-sealed or non-friable container.

11. Lost and Found

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

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

12. Injuries

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

12.2 Users are responsible for their own safety during their stay in the sports facilities. SAO will accept no responsibility or liability whatsoever.

13. Gambling

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

14. Decorations

Unless prior approval is obtained from SAO, users are not allowed to display any decorations, banners or signs, etc. in any of the sports facilities.

15. Adverse Weather

15.1 All sports facilities will be closed in the below situation:

- a. The Pre-No. 8 Signal (An early alert for the hoisting the aforesaid Tropical cyclone warning signal within two hours) has been made.
- b. The tropical cyclone signal No.8 or above is hoisted.

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

15.3 SAO has the right to decide to close any part of the sports facilities when the facilities are deemed unsuitable 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.

16. Misconduct

In the case of misconduct or any behaviour inconsistent with the regulations governing the use of the sports facilities (or where the premises are being misused), SAO shall have the authority to expel or debar the offender from the premises immediately and up to three months. A written appeal against the decision may be given to SAO within fourteen days. The case may report to the Disciplinary Committee of the university for further action.

17. Proper Use of Sports Facilities

17.1 All sports facilities can only be booked for their designated and specific use, unless prior approval is obtained from SAO.

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

17.3 All users should demonstrate courteous conduct so as not to cause any disturbance to other users.

17.4 All training courses organized within PolyU sports facilities should receive prior approval by SAO.

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

17.6 Any action may cause damage to the facilities is not allowed include hitting and dragging of the floor, etc.

B) Sports Facilities on Campus

1. Shaw Sports Complex

- 1.1 Main Hall (a multi-purpose sports hall for badminton / basketball / volleyball)
 - a. Basketball Court No. 1 / Badminton Courts No. 1, 2, 3 / Volleyball Court No. 3
 - b. Badminton Courts No. 4, 5, 6
- 1.2 Sports Practice Hall (a multi-purpose hall for badminton / volleyball)
 - a. Badminton Courts No. 7, 8 / Volleyball Court No. 1
- 1.3 Rooftop Tennis Courts No. 1, 2 (hard surface)
- 1.4 Fitness Rooms

Only those who are 15 years of age or above and have been trained to use the fitness equipment and able to provide fitness room training records endorsed by SAO are eligible to use the Fitness Room.
- 1.5 Activity Room No. 2 (Rm VS007e) (for dance / yoga / taichi / pilate, etc.)
- 1.6 Table-tennis Room
 - a. Table Tennis Table No. 1 – 8
- 1.7 Fong Shu Chuen Hall
 - a. Basketball Court No. 2 / Volleyball Court No.2

2. Kwong On Jubilee Sports Centre

- 2.1 Main Hall (a multi-purpose sports hall for badminton)
 - a. Badminton Courts No. 9, 10, 11, 12
- 2.2 Squash Courts
 - a. Squash Courts No. 1, 2, 3, 4
- 2.3 Activity Room No.1 (S121) (for dance / yoga / taichi / pilate, etc.)

3. Block X Sports Centre

- 3.1 Main Hall (a multi-purpose sports hall for handball / futsal / badminton / basketball)
 - a. Handball Court / Indoor Soccer Court / Basketball Court 3
 - b. Badminton Courts No. 13, 14, 15, 16
- 3.2 Fitness Room (X123, X202)

Only those who are 15 years of age or above and have been trained to use the fitness equipment and able to provide fitness room training records endorsed by SAO are eligible to use the Fitness Room.

4. Michael Clinton Swimming Pool

4.1 8-lane 50 M (19m x 50m, depth: 1.3m to 4m) unheated pool

4.2 Regulations Governing the Use of the Swimming Pool

- a. Only swimwear is allowed inside the swimming pool and within its vicinity.
- b. Only clean and unsoiled rubber sandals are allowed in the pool deck area. They must be washed in the footbath before entering the pool area.
- c. Users must use the footbath and the shower before entering the swimming pool.
- d. 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.)
- e. Users should not wear spectacles in the water.
- f. Activities and aids which may cause hindrances or danger to other swimmers are prohibited.
- g. Diving is not allowed in the shallow end of the swimming pool or anywhere that is crowded.
- h. Users who have applied suntan lotion are required to take a shower in the footbath or shower room before entering into the water.
- i. No games of any kind are allowed in the swimming pool and pool deck area.
- j. 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 asked to clear the swimming pool every 1 hour after the "FULL HOUSE" sign is up, so that newcomers may have a chance to use the facilities.
- k. The maximum number of swimmers for each lane should not exceed 18.
- l. The entire or part of the swimming pool may be closed for classes, training or competitions. Advance notification of the closures will be posted on the swimming pool notice board and the web notice on POSS.
- m. No persons suffering from a communicable disease shall enter the swimming pool area. For the comfort, safety and convenience of all users, the regulations must be followed.
- n. The maintenance and operation of the swimming pool conform to the Public Swimming Pools Regulation Chapter 132 (Subsidiary Legislation).

5. Block X Swimming Pool

5.1 6-lane 25 M (Depth: 1.2m to 1.6m) Indoor heated pool

5.2 Regulations Governing the Use of the Block X Swimming Pool

- a. Only swimwear is allowed inside the swimming pool and within its vicinity.
- b. Shoes and sandals are not allowed in the pool deck area.
- c. Users must use the footbath and the shower before entering the swimming pool.
- d. 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.)
- e. Users should not wear spectacles in the water.
- f. Activities and aids which may cause hindrances or danger to other swimmers are prohibited.
- g. Diving is not allowed in all area of swimming pool.
- h. No games of any kind are allowed in the swimming pool and pool deck area.
- i. When the number of users occupying the swimming pool reaches 50, a "FULL HOUSE" notice will be posted at the entrance to the pool area. Under such circumstances, swimmers will be asked to clear the swimming pool every 1 hour after the "FULL HOUSE" sign is up, so that newcomers may have a chance to use the facilities.
- j. The maximum number of swimmers for each lane should not exceed 10.
- k. The entire or part of the swimming pool may be closed for classes, training or competitions. Advance notification of the closures will be posted on the swimming pool notice board and the web notice on POSS.
- l. No persons suffering from a communicable disease shall enter the swimming pool area. For the comfort, safety and convenience of all users, the regulations must be followed.
- m. The maintenance and operation of the swimming pool conform to the Public Swimming Pools Regulation Chapter 132 (Subsidiary Legislation).

C) Number of Users, Opening Hours & Fees for Sports Facilities on Campus

1. 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:

Sports Venue		Max. no. of players for competitions & recreational activities	Max. no. of players for training session under supervision by certified coach
Badminton Court		4	6
Basketball / Volleyball Court		12	24
Indoor Soccer Pitch (Futsal Pitch)		14	24
Squash Court		2	6
Tennis Court		4	8
Fitness Room	Shaw	24	24
	Block X (X123)	30	30
	Block X (X202)	16	16
Table-tennis Table		4	4
Handball Court		14	24
Activity Room No. 1 (S121)		20	30
Activity Room No. 2 (VS007e)		20	30
Michael Clinton Swimming Pool		150	150
Block X Swimming Pool		50	50

2. Opening Hours of Sports Facilities

The Sports facilities will be open from Monday to Sunday except Statutory Holidays.

Shaw Sports Complex

Opening Hours:	08.20 – 22.50
Booking Session:	08.30 – 22.30

Kwong On Jubilee Sports Centre

Opening Hours:	08.20 – 22.50
Booking Session:	08.30 – 22.30

Block X Sports Centre

Opening Hours:	07.20 – 22.50 (Monday to Friday) 08.20 – 22.50 (Saturday & Sunday) <u>For X202</u> 08.30 - 21.30 (Monday to Sunday)
Booking Session:	07.30 - 22.30 (Monday to Friday) 08.30 - 22.30 (Saturday & Sunday) <u>For X202</u> 08.30 - 21.30 (Monday to Sunday)

Michael Clinton Swimming Pool

Opening Period:	May & October	June to September
Opening Hours:	(Monday to Saturday) 10.30 – 14.30 / 16.30 – 20.30 (Sunday) 10.30 – 17.30	(Monday to Saturday) 09.30 - 14.30 / 16.30 - 21.30 (Sunday) 09.30 - 14.30 / 15.30 - 18.30
Cleaning Hour:	(Monday to Saturday) 14.30 – 16.30 (Sunday) 14.30 - 15.30	(Mondays to Saturday) 14.30 - 16.30 (Sunday) 14.30 - 15.30

Block X Swimming Pool

Opening Period:	January to June	September to December
Opening Hours:	(Monday to Friday) 07.30 - 15.30 / 16.30 - 21.30 (Saturday) 09.30 - 15.30 / 16.30 - 21.30 (Sunday) 09.30 - 13.30 / 14.30 - 18.30	(Monday to Friday) 07.30 - 15.30 / 16.30 - 21.30 (Saturday) 09.30 - 15.30 / 16.30 - 21.30 (Sunday) 09.30 - 13.30 / 14.30 - 18.30
Cleaning Hour:	(Monday to Saturday) 15.30 - 16.30 (Sunday) 13.30 - 14.30	(Monday to Saturday) 15.30 - 16.30 (Sunday) 13.30 - 14.30

- 2.1 Counter service will stop at 22.00.
- 2.2 Users must leave the sports venue before the closing time.
- 2.3 SAO shall close any part of the facilities if, in their opinion, the facilities are not fit for use or for any other reasons.

3. Fees for Use of Sports Facilities

Facilities	Fee for Student	Fee for Staff and Other Users
Badminton Court	\$10 / hour / court	\$20 / hour / court
Basketball / Volleyball / Soccer / Handball	\$21 / hour / court	\$42 / hour / court
Tennis Court (with floodlight)*	\$10 / hour / court \$15 / hour / court	\$20 / hour / court \$25 / hour / court
Squash	\$10 / hour / court	\$20 / hour / court
Fitness Room	\$3 / hour / person	\$6 / hour / person
Activity Room	\$10 / hour / room	\$20 / hour / room
Table Tennis	Free	Free
Indoor / Outdoor Swimming Pool	Free	Free
Loss of Locker Key	\$80 each	\$80 each
Guest Ticket	\$20 each	\$20 each

***The fee for floodlight is effective from 17.30 to 22.30 from November to March and from 18.30 to 22.30 from April to October.**

- 3.1 Free use period: from opening time to 10.30 of all the sports facilities from Monday to Friday.
- 3.2 The reservation fee can be refunded when the user used the sports facilities.
- 3.3 The refund arrangement should be proceeded by reporting at the service counter on the same day.

D) Revision of Regulations and Charges

Users are required to accept the interpretation of the aforesaid rules and decisions made by SAO. SAO reserves the right to alter or amend any of the aforesaid regulations and charges when necessary.

For inquiry, please contact SAO Sports Facilities

Telephone: (852) 2766 6778

Email: sports.facility@polyu.edu.hk

Website: <https://www.polyu.edu.hk/sao/student-resources-and-support-section/facilities/sports-facilities/>