



## Regulations Governing the Use of CSE Indoor and Outdoor Sports Facilities

### OPENING HOURS

#### Normal Service Hours

1. Stanley Ho Sports Centre opens from 06:30 to 22:30 (Reception counter opens from 07:00 to 22:30). Flora Ho Sports Centre opens from 07:30 to 22:30 (Reception counter opens from 07:30 to 22:30). All users must be prepared to leave by 22:30 at the latest.
2. Users are requested to enter and leave our facilities through the Main Entrance with the use of the pedestrian turnstile. Climbing over the fence for entry and/or exit to the premises is strictly prohibited.
3. A schedule of closure to different sports facilities shall be posted on the [CSE website](#). The schedule of closure shall be updated from time to time. All users are requested to adhere to the schedule.

#### Arrangement during Adverse Weather Conditions

1. Typhoon Signal Number 8
  - a. All sports facilities would be closed 2 hours prior to an anticipated issuance of typhoon No. 8 signal announced by the Hong Kong Observatory.
  - b. The Sports Centres (both indoor and outdoor facilities) will normally reopen 3 hours after the typhoon No. 8 or above is lowered. However, users are still advised to check the CSE's website or contact us at 2817 4046 (Flora Ho Sports Centre) or 2819 5450 (Stanley Ho Sports Centre) for the updated reopening hours as the Centre may require more preparation time to resume the facilities' normal operations in some cases where facility repair or massive cleaning is required.
2. Black Rainstorm Warning
  - a. Users are advised to check the CSE's website for the updated re-opening hours if black rainstorm warning is in force 1 hour prior to our normal opening hours. As the Centre may require more preparation time to resume operation.
  - b. Users are not recommended to travel to our facilities under black rainstorm warning however, our indoor facilities would remain open to provide safe shelter if the signal is hoisted during our opening hours.

### USERS, IDENTIFICATION and RIGHT of ENTRY

#### GUEST POLICY

All full-time registered students holding valid student cards and adult sport card holders (valid staff card or dependent valid Facility Access Card(s) and Community/Tenant Members aged 18 or above and Senior Citizen Members) are eligible to invite guests to use the University's sports facilities. Internal groups may also invite guest to their bookings, subject to Facility Management Team's approval and charges.

For details of the Guest Policy, please visit the link: <https://www.cse.hku.hk/membership.asp?pageid=115>

#### CHANGING ROOMS, LOCKERS, EQUIPMENT AND DAMAGE

1. Opening hours for changing rooms and toilets at Stanley Ho Sports Centre:

Henry Fok Health & Fitness Complex:	0700-2130
Toilets at Artificial Pitch 2:	0700-2245
Stanley Ho Stadium 1/F:	0700-2245
Stanley Ho Stadium G/F:	0700-2300
2. Coin-refund lockers are available inside/outside each changing room. Users should prepare a \$5 coin for the use of locker. Users are liable to pay a compensation fee of \$200 for damaged or lost locker key.
3. The CSE and/or the University will not be responsible for loss or damage to personal property. Individuals need to take care of their own property. PLEASE DO NOT LEAVE VALUABLES IN THE CHANGING ROOMS or PUBLIC AREAS.
4. Users who have booked the facilities can hire certain recreational sports equipment at the counter with \$10 per item. Users have to sign the equipment loan form and leave their membership card at the counter. The person signing for equipment will have to return the equipment in good condition after use. In the event of loss or damage, CSE reserves the right to charge the user(s) responsible for the cost of replacement or repair.
5. No child or junior member under the age of 16 will be allowed to sign out equipment.

6. Users (including children are over 6 years of age or at a height exceeding 1 meter) shall change in appropriate changing rooms.
7. Any damage noticed should be reported as soon as possible to the facility attendant or reception counter. Users will be held responsible for willful damage to any University property (including lockers, windows, flooring, furniture, etc.).
8. The service hours of coin-refund lockers are the same as the opening hours of the Sport Centres. Any users with unauthorized overnight use of CSE lockers would be subjected to a fine of \$200. Items kept in a locker overnight will be removed immediately and they will be discarded if they are not claimed by the owner within one month of their removal from the locker. CSE will not be responsible for the property loss.

## **EMERGENCY AND UNIVERSITY'S LIABILITY FOR ACCIDENTS**

1. First Aid Kits and Automatic External Defibrillator (AED) are placed at various sports facilities. For their exact locations, please visit this link: <http://www.safety.hku.hk/homepage/AEDMap.html>. All of our operational staff possess with valid first aid qualification can provide basic assistance to users who are in need.
2. The sports facilities are equipped with fire service installations (FSIs) including fire warning systems (i.e. fire alarms and flashing lights), fire detection systems (smoke and heat detectors), and fire extinguishing equipment (fire hydrant, hose reel systems and fire extinguishers, etc.). Users are required to carefully take note of the assembly point of each Sports Centre in their first visit. Upon hearing a continuous alarm, please evacuate from the sports venue immediately and go directly to the [Assembly Points](#).
3. Users of sports facilities participate in activities at their own risk and the University will accept no responsibility or liability arising out of use of the sports facilities provided. All persons who enter the sports facilities therefore do so at their own risk and with full acceptance of these risks, and that the University will not accept any responsibility or liability for any incident that arises within the location.
4. Users are expected to take note of the capacity limit of each sports venue. Special permission from the FMT is required if the participants are more than the limit. Please visit our [Facilities](#) page in CSE website for the required information.

## **LOST PROPERTY**

Any found articles should be taken to the counter of the arena for safe keeping. To redeem lost property, the owner should contact the CSE staff during its opening hours, and will be required to sign when claiming back the item(s). Lost articles will be kept at the Centre's office for one month only and will be disposed afterward.

## **GENERAL RULES**

1. Smoking is strictly prohibited in all areas within the Sports Centre.
2. Any behaviors that affect the safety of Sports Centre users will not be tolerated. No weapon is allowed without prior approval from Facility Management. CSE staffs are authorized to ask any hirers/users to leave the Sports Centre if they are found causing dangers to others.
3. Private teaching / coaching is not allowed without prior approval from the Operations and Business Development Manager.
4. Eating, drinking or carrying glasses within any playing field/court shall not be allowed, except for capped plastic bottles of water or sports drinks.
5. Only non-marking shoes are allowed when using indoor facilities, tennis courts and hard surface courts.
6. Except with special permission, users and guests are not allowed to use radio, portable music players or similar equipment, or play any musical instruments in the Sports Facilities.
7. No handball glue is allowed when playing handball.
8. No photo-taking, video or audio recording is allowed without prior approval from the Facility Manager.
9. No casual bicycle riding is allowed for users inside Stanley Ho Sports Centre except for CSE ground staff and individuals who use bicycles as a means of transport. Bicycles should be parked at the rack provided in the Sports Centre. Bicycle with illegal parking will be clamped and user has to settle a penalty fee for de-clamping the bicycle

(same penalty fee as private car).

10. No kite flying including all kinds of mechanical control flying objects is allowed inside Sports Centre.
11. No roller-skating, skateboarding or any kinds of scooter is allowed inside the Sports Centre.
12. Tug-of-war at any types of sports facilities is banned.
13. Normally, a floodlight fee of \$30 per hour will be charged to individuals who book the tennis courts after 18:30. This charge is payable when checking-in to use the court. Please note that subject to weather conditions and the CSE's discretion, floodlight can be switched on earlier than 18:30 upon users' request and payment of the fee required. Likewise, the CSE would request users to pay for and use the floodlight earlier than 18:30 when the Centre finds the weather condition (e.g. on a very dark cloudy day) is unsafe for users to use the tennis court without floodlighting. The CSE reserves the right of barring individuals from using the tennis courts if they do not adhere to the Centre's floodlighting arrangement.

#### 14. Track & Field

- a) Lane #1 and 2 may at times be closed to casual users for preventing wear and tear of inner lanes.
- b) No ball games are allowed to be conducted on the running track.
- c) Users are reminded that they will be at their own risk if they use the track for any training or activities, while soccer activity is in progress.
- d) Javelin and discus throw cannot be carried out at the same time at Pitch 3. Only qualified athletic coaches/technical officials (HKAAA certified or equivalent) can make requests on borrowing throwing equipment.
- e) A maximum of 7mm spike length may be used for all track & field activities. (pyramid and Christmas spikes only; no needle or pin spikes). Persons wearing shoes with inappropriate spikes shall be refused from entering the track.
- f) Users have to wear sports shoes when using the running track. Shoes stained with mud are not allowed on the track.
- g) Only soccer boots with non-metallic studs less than 7 mm are allowed on the soccer field.
- h) All heavy or pointed articles must be placed on thick rubber sheets or thick wooden boards.
- i) Glass, sharp or hard objects must not be allowed to drag upon the track surface. Athletes shall not drag spike shoes along the track surface.
- j) Use of liquid petroleum products on the track is strictly prohibited.
- k) No food, drinks (except water) or chewing gum.
- l) To avoid obstructing other users, activities other than jogging and running are not allowed on the running tracks.
- m) Joggers should choose a lane appropriate for their pace of jogging. Slow runners should use the outer lanes of the track, while faster runners should opt for the inner lanes (except lane 1 & 2 which are closed for casual users). When ball games are taking place in the grass pitch of a sports ground, only the three outer lanes will be opened for jogging.
- n) Joggers should be aware of nearby runners before accelerating, slowing down or switching lanes to avoid collision.
- o) Joggers should politely indicate their intention before overtaking on the outside.
- p) All joggers should jog in an anti-clockwise direction to avoid collision.
- q) Wheelchair users should normally use the outer lanes of the track and beware of crashing with other joggers.

#### 15. Sports Fields

- a) Metal spikes shoes are prohibited from using on the artificial turf.
- b) To avoid damage to the pitches, they will be closed in the event of adverse weather conditions, in particular when the pitches are flooded or the surface waterlogged, making them unfit for play. Any inquiry about pitch closure, please call the reception counter of Stanley Ho Sports Centre at 28195450.
- c) Special Rules for Softball Field (Pitch 4)
  - i. All pitching practice inside the diamond area has to be conducted on a mattress provided at the pitcher

position. The mattress will only be removed for competition with prior approval from the Facility Manager.

- ii. Batting towards the partition net installed at the entrance of P4 near tennis court #5 & 6 is strictly prohibited.
- iii. Practice of batting is allowed by using the portable net provided at the pitch and a fence located in between All Weather Area and P4A.
- iv. Do not remove the protective mattress at the pitching area in training. It can only be removed during tournaments with prior approval from FMT.
- v. **Sharing pitch/cross-training/friendly match** (either formal or informal) must be indicated through the [FM online request form](#) by the person-in-charge at least 3 working days before the booking session for Management's endorsement.
- vi. NO on-site booking request will be entertained. CSE ground staff may ask the non-booking team(s) to leave the pitch immediately and the facility management team may apply booking suspension or other penalties accordingly.

#### 16. Tennis Court

Users are prohibited to perform basket-feeding activities or use marking cones/discs at the tennis courts. Facility staff has the right to stop any suspicious coaching activities and warnings will be given once the users are found breaching the above rules. Repeated violation will lead to termination/suspension of sports membership.

17. Capacity of each sports venue is recommended and posted at our [website](#). Any chance for having users more than the capacity will require a prior approval from the Management.

18. A softball pitching machine is available at SHSC for internal group or individual bookings. For the details of the Procedure and Regulation Governing the Use of Softball Pitching Machine, please visit the link: [https://www.cse.hku.hk/document/regulations\\_pitching\\_machine.pdf](https://www.cse.hku.hk/document/regulations_pitching_machine.pdf)

### CAR PARKING

1. Please refer to our [Car Parking](#) page in our website for the parking rate and policy in details.

### PUBLIC ADDRESS SYSTEM

1. The P.A. System is available only for use in large events or athletics meets. To use the system, prior approval must be sought from the Facility Manager.
2. Only the P.A. System provided by the CSE can be used in the sports facilities.
3. The P.A. System shall ONLY be used for formal announcements which form part of a ceremony or event. No music shall be played through the P.A. System. Formal announcements normally refer to opening/closing speech or those in relation to logistical arrangement or rundown of an event. Commentary, cheering for an event and the like are not regarded as formal announcements and they should not be made through the P.A. System. CSE staff reserves the right to stop the P.A. System service should this is not complied with. In the event of a dispute over the interpretation of formal announcements, the final decision lies with the CSE.
4. The volume of the P.A. system will only be controlled by the CSE staff. Outfield speakers will be switched off unless they are needed for athletics field events or relays.
5. Hirers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Hirers are strongly advised to draw the attention of all of their audiences, participants, Master of Ceremonies and any other parties concerned to this.
6. Only under exceptional circumstances, (e.g. grandstand full of spectators and windy conditions) and with the approval of the Facility Manager or his/her representative can the volume of the outfield speakers be turned up.
7. For outdoor facilities, neither the PA system nor megaphones can be used prior to 08:30 or after 21:00 on weekdays or Saturdays. On Sundays and Public Holidays, they may not be used before 10:00 or after 20:00 without special permission of the Facility Manager.

For the details of our noise control policy, please visit this [link](#).

### USE OF UNMANNED AIRCRAFT SYSTEM (DRONE)

Drone, with or without camera, is not allowed to be used at any of the sports facilities unless with prior approval from the Security and Parking Unit of Estates Office. You can send the application form to CSE for processing. For details about the use of Drone, please refer to our webpage:

- a. Drone weigh over 7 kg (without fuel) <https://www.cse.hku.hk/facilities.asp?pageid=146>
- b. Drone weigh under 7 kg (without fuel) <https://www.cse.hku.hk/facilities.asp?pageid=145>

### **GENERAL CONDUCT for EVENT ORGANIZATION**

1. Organizers who hold event in the sports facilities are responsible for crowd control as necessary during the timeslots they have booked for.
2. No photo-taking, video or audio recording is allowed without prior approval from Facility Manager.
3. Marching band, brass band, musical instrument, cheering sticks, live music, bells, whistles, sirens, clappers and other instruments are prohibited in the Sports Centre without prior approval from the Management.
4. Event organizers are responsible for controlling the noise level below 70 decibels during their whole event or else the CSE staff will stop the event immediately. Organizers are strongly advised to draw the attention of all of their audiences, participants, Master of Ceremony and any other parties concerned to this.
5. Willful destruction of University's, public and/or private property will not be tolerated. Any persons who commit vandalism shall be held responsible for all legal liabilities and damages.
6. Event organizers are responsible to make sure that their participants using the sports facilities are properly dressed with suitable footwear. They have to manage the behavior of the participants when conducting the activity at the sports venue. The Facility Manager or his/her representative reserves the right of final decision on such matters.
7. Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centre without the prior permission from the Management.
8. Event organizers are responsible to keep the facilities clean within our Centres at all times.
9. Event organizers have to take note of all facility rules and regulations so as to brief their participants properly.

### **AUTHORITY**

1. The Facility Manager or his/her delegate has the discretion to close sports facilities without prior notice in the event of adverse weather or special conditions.
2. Users shall at all times behave in a safe and decorous manner within the sports facilities (with a parent or approved adult being responsible for any children or any guests admitted with them), and shall cooperate with the staff of the CSE to ensure that these Regulations and any subsidiary rules laid down by the CSE Senior Management are adhered to. The Director and his/her delegated appointee(s) shall have the authority (i) to request any user to leave the sports facilities, or to cancel their sports membership; or (ii) to suspend temporarily user privileges, for infringement of these Regulations or subsidiary rules and the Director has the authority to debar any users or persons from using the facilities and/or other user privileges either temporarily or indefinitely.

**CSE reserves the right to update or modify the above terms and conditions at any time without prior notice.**

November 2022