

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 Monday - Sunday (Reception counter opens from 07:00 to 22:30 Monday - Sunday). Suen Chi Sun Hall Multi-purpose Room opens from 07:30 to 22:30 Monday - Saturday (Reception counter opens from 07:30 to 22:30 Monday - Saturday). Ho Tim Hall Multi-purpose Room opens from 12:00 to 22:30 Monday - Saturday (Reception counter opens from 12:00 to 19:00 Monday - Friday). 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 entering and/or exiting the premises is strictly prohibited.
3. Scheduled closures of different sports facilities are posted on the [CSE website](#). The information online will be updated from time to time. All users should read and note the schedule before heading to the facilities.

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 as 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 signal (or above) is lowered. However, users are still advised to check the CSE's website or contact us at 39103568 (Suen Chi Sun Hall Multi-purpose Room) or 39103569 (Ho Tim Hall Multi-purpose Room) or 28195450 (Stanley Ho Sports Centre) for the up-to-date 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 up-to-date 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 HKU students holding valid student cards and adults with valid HKU staff card or valid Facility Access Card(s) are eligible to invite guests to use the University's sports facilities together. Internal groups may also invite guests to their bookings, subject to Facility Management Team's (FMT) approval and guest fees.

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 of changing rooms and toilets at Stanley Ho Sports Centre:

Henry Fok Health & Fitness Complex 2/F:	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 return lockers are available inside/outside each changing room. Users should prepare a \$5 coin for using the lockers. Users are liable to pay a compensation fee of \$200 for each 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 rent certain recreational sports equipment at the counter at \$10 per item. The users will be required to fill in a rental form and leave their membership cards at the counter. Persons signing the form are responsible for returning the equipment in good condition after use. If the equipment are lost or damaged, CSE reserves the right to charge the user(s) responsible for the costs 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 over the age of 6 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 any willful damage to any University property (including lockers, windows, flooring, furniture, etc.).
8. The service hours of coin return lockers are the same as the opening hours of the Sport Centres. Unauthorized overnight use of CSE lockers will be subject to a fine of \$200. Items kept in a locker overnight will be removed immediately and will be discarded if 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 Defibrillators \(AED\)](#) are placed at various sports facilities. All our operational staff possess valid first aid qualification and 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 locations.
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 further information.

LOST PROPERTY

Any found articles should be taken to the reception counter for safekeeping. To get back lost property, the owners should contact the CSE staff during our 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 afterwards.

GENERAL RULES

1. Smoking is strictly prohibited in all areas within the Sports Centres.
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 staff are authorized to ask any hirers/users to leave the Sports Centres 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 bicycle riding is allowed inside the Stanley Ho Sports Centre except for CSE ground staff and pre-approved individuals who use bicycles as a means of transport. Bicycles should be parked at the racks provided in the Sports Centre. Illegally parked bicycles will be clamped and users have to settle a penalty fee for de-clamping the bicycles (same as the penalty fee for illegally parked private cars).

10. No kite flying (including all kinds of mechanically controlled flying objects) is allowed inside Sports Centres.
11. No roller-skating, skateboarding or any kinds of scooter is allowed inside the Sports Centres.
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 at the CSE's discretion, floodlight can be switched on earlier than 18:30 upon users' requests (additional floodlight fees 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 courts 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 tracks.
 - c) Users are reminded that they will be at their own risk if they use the tracks for any training or activities, when there are any soccer activities on the grass pitch.
 - 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 for 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 tracks.
 - f) Users have to wear sports shoes when using the running tracks. Shoes stained with mud are not allowed on the tracks.
 - g) Only soccer boots with non-metallic studs less than 7 mm long 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 dragged on the track surface. Athletes shall not drag their spike shoes along the tracks.
 - j) Use of liquid petroleum products on the tracks 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, while faster runners should opt for the inner lanes (except lane 1 & 2 which are closed to casual users). When ball games are taking place on the grass pitch of the Track and Field, 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 intentions 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 on the artificial turf pitches.
 - b) To avoid damages, the pitches will be closed in the event of extreme / adverse weather conditions, particularly when the pitches are flooded or the surfaces are waterlogged. For 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 practices inside the diamond area must be conducted on a mattress provided at the pitcher

position. The mattress will only be removed for competitions and 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 when using the portable net provided at the pitch and a fence located in between the 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 right 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 have the right to stop any suspicious coaching activities and warnings will be given once the users are found breaching the above rules. Repeated violations will lead to termination/suspension of sports membership.

17. Capacity of each sports venue is posted at our [website](#). Having users more than the capacity will require prior approval from the Management.

CAR PARKING

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

USE OF PUBLIC ADDRESS SYSTEM / NOISE CONTROL POLICY

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 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 events or else the CSE staff will stop the events immediately. Hirers are strongly advised to draw the attention of all of their audience, 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 more details about 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 submit the application via CSE. For details about the use of Drone, please refer to the HKU document below:

https://www.estates.hku.hk/download_file/3983/

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 the Facility Manager.
3. 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 the legal liabilities and damages.
4. Event organizers bear the responsibility of making sure that their participants/guests using the sports facilities are properly dressed and wear suitable footwear. They have to manage the behavior of the participants/guests inside the sports venues. The Facility Manager or his/her representative reserves the right of final decision on such matters in case of dispute.
5. Except guide dogs for the blind, no dogs or other pets are allowed in the Sports Centres without prior permission from the Management.
6. Event organizers are responsible for keeping the facilities clean. Used facilities should be litter free.
7. Event organizers have to take note of all our 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 at the sports facilities (with the parents or approved adults 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 users 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.

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