



恒生管理學院
HANG SENG
MANAGEMENT COLLEGE



學生事務處
Student Affairs Office

Hang Seng Management College

Sports Facilities

Information for Users

(Update on Oct 2017)

1) **Facilities**

Sports and Amenities Centre located in Block B of the Campus and the sports related facilities mainly located between Ground Floor and Second Floor.

G/F:	Indoor Swimming Pool	25 meter long heated pool with six lanes and maintain around 28°C during Winter Season.
1/F:	Multi-purpose Room	Approx. 70 square meters equipped with computer and projection system, which can accommodate 30 persons. It will become table tennis room when no advance booking.
	Music Room	Approx. 15 square meters , equipped with keyboard, drum set and basic amplifier system.
2/F:	Sports Hall	Approx. 650 square meters with bamboo floating sports floor system which marked: a. one basketball court b. one volleyball court c. four badminton courts
	Dance Studio	Approx. 90 square meters equipped with basic AV system.
	Fitness Centre	Approx. 230 square meters equipped with different aerobic and weight training machine for qualified users.

The outdoor multipurpose playground located in Block M can be used for tennis court, half basketball training court and other designated purpose.

2) **Opening Hours**

a) Sports Hall, Dance studio, Multi-purpose room and Music Room:

i) Mondays to Fridays : 08:30-22:30

ii) Saturdays and Sundays : 09:00-19:00

b) Fitness Centre:

i) Mondays to Fridays : 08:30-14:30; 15:30-22:30

ii) Saturdays and Sundays : 09:00-13:00; 14:00-19:00

c) Swimming Pool :

i) Mondays to Fridays : 08:30-14:30; 15:30-21:30

ii) Saturdays and Sundays : 09:00-13:00; 14:00-18:00

d) Outdoor Multi-purpose Playground:

- i.) Ball games: Mondays to Fridays : 08:30 – 20:00
- ii.) Other than ball games: Mondays to Fridays : 08:30 – 22:00
- iii.) Tennis: Saturdays and Sundays : 08:30 – 17:30

(Changing rooms will be closed in 30 minutes after the sports facilities are closed;

Sport facilities will be closed on public holidays.)

3) **Free Session**

The following facilities and time-slots are free for eligible users. Please present student/staff card for verification and register at Block B.

Facilities	Time-slots
Sports hall(Basketball and Badminton); Indoor swimming pool;	Mondays to Fridays: 12:00- 14:00
Multi-purpose Room(Table Tennis); Fitness Centre	Friday evening: 17:30-20:30

4) **Booking Procedures and Priority**

- a) All facilities' bookings will be via on-line booking system.
- b) Swimming, Gym Room, PE Coupon and Print Coupon will be purchasing ticket via PE unit service counter at Block B G/F.
- c) Telephone bookings will not be accepted.
- d) In case of adverse weather or closed facilities by the center, users may replace the booking. The related fee (if any) can be carried forward to the next booking on the same facility with the same fee within 30 days from the original booking.
- e) Three types of booking are listed as follows:
 - i) College functions :
 - (1) The College has priority in using the Sports Facilities to conduct college functions and classes, other sports activities, such as competitions and training sessions.
 - (2) Advanced booking from the College will be handled at most one year in advance.
 - ii) Activities Organized by Student Organizations:

- (1) Applications made by the Student Union, clubs or societies must be submitted by the delegated person(s) of the said student group.
- (2) Activities organized by sports teams and student organizations with sports-related activities can submit application together with proposed programme at most 3 months in advance to the College. For student organizations with non-sport-related activity can submit application together with proposed programme at most 2 months in advance to the College.
- (3) Student organizations would like to reserve swimming pool to organize activities, they may submit application together with proposed programme at most 3 months in advance (but not less than 2 weeks) to the College.
- (4) The applicants have to settle payment within 72 hours or at the time of booking should the booking be made within 72 hours prior to the use of the facilities at the Services Counter after PE office had indicated the application was “Successful”. Otherwise, the booking will be cancelled automatically.

iii) Individual Student / Staff booking

- (1) The following sports / facilities can be booked:
 - (a) Sports Hall half court
 - (b) Badminton
 - (c) Table Tennis
 - (d) Dance Studio
 - (e) Multi-purpose Room
 - (f) Music Room
 - (g) Block M Outdoor Multipurpose Playground (Tennis)

*Booking of the whole sports hall, swimming pool and outdoor multipurpose playground is not open for individual student/ staff.

- (2) Any individual can book the available facilities seven days in advance on-line. The application of individual student / staff booking has to settle payment within 24 hours or the next working day at the Services Counter after PE office had indicated the application was “Successful”. Otherwise, the booking will be cancelled automatically.

- (3) If the outdoor multipurpose playground is not booked, it can be used for playing basketball for free (For other activities, approval from school will be needed).
- (4) Unless otherwise specified, student/ staff can book the facilities for one hour per week (except the fitness room and swimming pool).
- (5) Users can also apply in person and produce a valid Student I.D. Card / Staff Card / Sports Centre User Card Staff Dependent Card / Affiliate Card issued by the College for booking.
- (6) The user shall check the details of booking before leaving the Services Counter.
- (7) No change or cancellation of the booking after the payment is allowed.

5) **Eligible users and entitlements**

- 1) There will be 7 types of eligible users to use the facilities in the Sports and Amenities Centre as follows:
 - a) Student
HSMC Full time/ part-time / exchange student in any programme.
 - b) Staff
Person who are employed by HSMC on Full Time or Part Time Basis.
 - c) Family Members
Family members of Full Time Staff who have valid HSMC staff dependant card.
 - d) Affiliate Card (VIPs)
Board of Governors, College Council, Board and Council Committees and Invited VIPs
 - e) Affiliate Card (Foundation Member)
HSMC-Foundation Members
 - f) Affiliate Card (General)
Honorary Professorial Staff, Adjunct Faculty Staff, Adjunct Lecturers and other Special Guests.
 - g) Affiliate Card (Alumni)
Alumni of HSMC/HSSC with payment of annual fee
 - h) Guests
Accompanied by Eligible Users listed in (a-g) above.

2) The entitlements of each eligible users as follow:

	Student	Staff	Family Member	Affiliate (General)	Affiliate (VIP)	Affiliate (Foundation Member)	Affiliate (Alumni)
Annual Fee	N.A.						\$300
Eligible time to use	All opening hours						Sat, Sun and College Holidays
Facility charge	Student Price	Original Price			Original Price (For cards issued before 1/1/2017 please refer to the cards' term and condition)	Original Price	
Per visit, max no. of Guests accompanied by staff, students or alumni	1	3	0	3			
Entrance fee per accompanied guest* per entry	\$20		N.A.	\$20			

*Guest (s) need to be accompanied by Eligible Users listed above when staying in the sports facilities; guest is not allowed to use Fitness Centre.

6) **Charge of Facilities**

Facilities	Student Price	*Original Price
Badminton court (per hour)	\$12	\$24
Basketball-half court (per hour)	\$20	\$40
Sports Hall Full court (For Basketball or Volleyball) (per hour)	\$30	\$60
Multi-purpose room / Dance Studio (per hour)	\$25	\$50
Music Room (per hour)	\$20	\$20
Table Tennis (per hour per table)	\$9	\$18
Swimming Pool Lane (Per hour per lane)	\$20 Plus \$6 entry fee per head	N/A
Fitness Centre (per session) 2 sessions per day: Mon-Fri: 08:30-14:30; 15:30-22:30 Sat, Sun, and Non-class days: 09:00-13:00; 14:00-19:00 Swimming Pool (per session) 2 sessions per day: Mon-Fri: 08:30-14:30; 15:30-21:30 Sat, Sun, and Non-class days: 09:00-13:00; 14:00-18:00	\$6	\$12
Block M outdoor multipurpose playground (per hour)	N/A	N/A

* Original Price is for users other than HSMC students, such as staff, alumni, affiliate, guest, and family member.

(The College may review the pricing policy after the trial run)

7) **Safety Rules for activities in Sports and Amenities Centre**

- a) Warm up before any activity
- b) Learn the game and know your ability
- c) Wear proper sports gears including goggles as appropriate
- d) Take a rest after playing for 30 minutes
- e) Do not start any activity immediately after a heavy meal
- f) Do not start any activity or stop the activity immediately if you are feeling unwell
- g) Ask the venue staff assistance immediately if necessary
- h) Number of Users Permitted in Sports Venue
- i) To ensure users' safety, unless prior approval from the College, the maximum number of concurrent users allowed for respective sports venues is set as follows:

Venue	Max. no. of concurrent Users for competitions & recreational activities
Swimming Pool	60
Multi-Purpose Room	30
-Table Tennis (per table)	4
Fitness Centre	30
Dance Studio	30
Sports Hall	
-Full Court	12
-Half Court	10
-Badminton Court	4
Block M Outdoor Multipurpose Playground:	
Basketball Court	12
Tennis Court	4

8) **General Regulations**

- a) All users must observe the laws of Hong Kong.
- b) The booked facilities will only be used for the designated function of the facilities, unless with prior approval of the management. If any hirer wishes to use the facility for any other activity, the hirer should seek advice and agreement from the venue

management before the booking. The College unit may not allow such other use on the spot by the hirer without prior agreement.

- c) For uses involving the erection of temporary structure (other than those provided by the venue), public admission and of high risk nature, staff of the College may require the hirer to take out a suitable insurance coverage to protect the interest of both the hirer and the College. The prevailing level of insurance amount against the indemnity set by HSMC shall be applied in commensurate with the scale/nature of use/event.
- d) The hirer should not arrange any admission during the use of the booked facility as spectators, without the prior approval of the College.
- e) Activities involving profit-making, transactions, fund-raising or commercial promotion are strictly prohibited without the prior approval of the College.
- f) On the basis of the nature of use/activity, the management may stipulate a maximum user capacity of the booked facility on the ground of public safety and management consideration.
- g) The College reserves the right to reject/cancel the booking without giving prior notice to the hirer and also to restrict the number of users and/or spectators entering the venue or to refuse entry of any person upon health ground or any other reason and/or impose further conditions for use of the recreation and sports facilities.
- h) The College reserves the right to cancel, interrupt or to terminate the use of the room /facility if the regulations stated above are deemed to be violated.
- i) Users are held responsible for the activities conducted in the venues. The College reserves the right to report any cases of violation of the regulations to the related Department. Serious offence may result in disciplinary actions or termination of study.
- j) People who book sports facilities should get approval by venue managing staff before holding any high risk activities (including kickboxing and sports which involve physical contact) or activities that may damage the facilities or build any temporary structure. Cancellation of booking or termination of use will be made by school for users who fail to follow the rule. (Including Block M Outdoor Multipurpose Playground and Block B Sports and Amenities Centre)
- k) The student identity card is the property of the College and is not transferable. It should not be used by anybody else. Misuse or falsification of the card constitutes a major offence, and any student who commits this offence will be subject to

disciplinary actions. If the misuse of student identity cards occurs at the Sports and Amenities Centre, the concerned student will be subject to a fixed penalty which includes:

- (1) the right to use sports facilities of both the card owner and card user (if identified) would be suspended for 2 months (for first-time offenders) and their respective School(s) would be notified of the incident;
- (2) the right to use sports facilities of both the card owner and card user (if identified) would be suspended for 6 months (for repeated offenders) and their respective School(s) would be notified of the incident;
- (3) if the card owner can prove him/herself to be innocent, the Director of SAO or his/her delegates can exercise discretion to waive the penalty. Nevertheless, a waiver can only be given to each card owner once and the penalty prescribed in i) and ii) above will apply if a waiver has already been granted before;
- (4) both appeal cases and repeated offences during the suspension period will be referred to respective School Student Disciplinary Committee for further actions;

(If the student would like to lodge an appeal on the fixed penalty, he/she can write to the respective School Student Disciplinary Committee)

Check-in and Check-out

- l) The hirer and users are required to produce their identification document (ie. Student card, staff card) and recognized qualification (if necessary) for verification at the check-in counter before entering the facilities and during the booked session. If the misuse of student identity cards occurs, the related student will suffer a fixed penalty. Please refer to paragraph 8 K) for details.
- m) The hirer must be present during the booked sessions. The hirer must produce the valid permit/approval letter for verification or put in a designated area and registration before using the facilities. The permit/approval letter is transferable to other eligible users upon the approval of the College.
- n) The hirer will be responsible for the conduct of the user(s) and must ensure that no disturbance (e.g. excessive noise) is caused to the other users or the College community.

- o) All users must leave the playing area when their booked session/hour is over. All hired/borrowed equipment should be returned at the same time and the hirer shall reinstate the venue(s) to the original state before they leave. Any unattended personal belongings and/or materials shall be considered abandoned, and will be discarded.
- p) If an organization or an individual, having booked a session, fails to take up the booking or fully utilize the facilities without satisfactory explanation, HSMC reserves the right to refuse to accept further bookings from this organization or individual.
- q) Student rates are applicable to all HSMC full time students upon the production of valid student ID card.
- r) Hirers/users enjoying student rates may be required to produce student cards for checking.
- s) Late arrival of more than 15 minutes will be regarded as absence. The College reserves the right to cancel such bookings.

Dress

- t) All users must wear appropriate attire, footwear, use appropriate equipment, protective gear as necessary and observe all safety rules and conditions for use of the sport/activity.

Sports Equipment

- u) If users would like to rent sports equipment, relevant form should be filled and student ID cards or staff cards will be kept. If the borrowed equipment is lost or damaged, the borrower has to return a new or equivalent product. If the borrower fails to do so within a designated period of time, the compensation will be followed up by the Finance Office.

Eating

- v) Eating and drinking shall not be permitted inside the playing areas. Smoking is strictly prohibited on the campus.

Adverse Weather

- w) Recreation and sports facilities will be closed due to bad weather. The management may also exercise discretion to close the facilities when, in its opinion, that the

facilities are unsuitable for use from safety or operation point of view. All sports facilities will be closed within 30 minutes after Pre-No. 8 Special Announcement is issued. The management may decide to close part of or all sports facilities where adverse weather prevails. The related fee (if any) can be carried forward to the next booking on the same facility with the same fee within 30 days.

Injuries and Damage

- x) All injuries to participants or any other party, as well as damage to the facility, must be reported to the Booking Counter at G/F of Block B or PE office at 2/F immediately.
- y) The hirer shall be responsible to meet the cost of repairing any damage caused to the facility, 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 facility.
- z) The College may refuse any person from using the facility if he/she does not observe the Conditions of Use or remove any person from the facility if he/she is in breach of the College Regulation or other regulations in force. In such event, the booking will be cancelled automatically and the paid fees forfeited.
- aa) The College reserves the right to cancel student booking at short notice due to emergency or urgent College requirements.
- bb) Any violation of the regulations will lead to immediate suspension of the activity by the College.

9) **Safety Rules for Fitness Centre**

- a) Fitness Centre not exclusively booked by hirers is available for share use by users in possession of the required qualification and at the age of 16 or above who have registered as User of Fitness Rooms under HSMC. These users can be qualified under the following situations:
- i) Participants of the “Fitness Induction Course” who have passed the assessment organized by HSMC; or
 - ii) Participants of the “Fitness Refresher Course” who have passed the assessment organized by HSMC; or
 - iii) Holders of equivalent qualifications recognized by the HSMC.
- b) Users of fitness rooms are required to complete a "Physical Activities Readiness Questionnaire - Par-Q & You" (Par-Q & You) form on an annual basis as undertaking to confirm his/her health condition being fit for using the fitness equipment. For users aged below 15, the “Par-Q & You” should be signed by their parents/guardians. The “Par-Q & You” is valid for one year from the date it is completed. If there is “Yes” on one or more questions on the “Par-Q & You”, the users should consult doctor and follow his/her advice prior to using fitness equipment.
- c) Schools may book for exclusive use of the fitness rooms to organize fitness activities for the students.
- d) After using the apparatus, users should insert the adjustable key into the first weight stack and put all free weights back into their original place.
- e) Fitness equipment can only be used for designated exercise or movement except special arrangement has been made.
- f) For courtesy, users should wipe away the sweat left on the apparatus.

10) Safety Rules for dance studio and multi-purpose room

- a) For block booking of dance rooms and multi-purpose room, the minimum number of users is four at any time for each room.
- b) Room booked can only be used for designated activities except special arrangement has been made.

11) Rules for Music Room

- a) Individual students and staffs of HSMC are allowed for booking of 1 hour daily maximum.
- b) Band and Music Societies are allowed for booking of at most 120 hours per semester, and no more than 5 hours each day.
- c) Student organizations are allowed to submit their bookings up to 3 months' in advance while individual students and staffs can submit their bookings 7 days in advance. Priority will be given to training sessions and / or special events arranged by the HSMC. No change of time slots is allowed after confirmation of booking.
- d) Users must show up within the first 10 minutes of the booked time period. Otherwise, the booking will be cancelled and the room will be released for booking. No refund will be made for the booked timeslot.
- e) Users are responsible for checking the condition of equipment / furniture in the Music Room before use and report any damage to the attendant at the G/F Services Counter immediately when found.
- f) Equipment / furniture in the Music Room should be returned to their original position after use. Users will be held liable and required to pay full compensation at market rate for any damages to the equipment / furniture.
- g) Smoking, drinking, eating or littering are prohibited in the Music Room.
- h) HSMC reserves the right to suspend the use of Music Room at any time and / or for any period of time for cleaning purpose and / or maintenance works.
- i) HSMC shall not be held liable for any loss of and / or damage to any personal properties and / or belongings. All users of the Music Room are at their sole responsibilities.
- j) HSMC reserves the right to refuse admittance of any person who habitually disregards any of the aforesaid requirements and / or causes nuisance and / or danger to other users.

12) Rules for Swimming Pools

In addition to the general regulations governing the use of the sports facilities, users should observe the following regulations regarding the use of the swimming pool:

- a) There should be no less than 4 users per hour in order to book a swimming pool lane.
- b) Swimming pool is closed when no lifeguards are on duty and no one (both staff and students) shall be allowed in the swimming area unless the pool is officially opened and lifeguards are on duty.
- c) No person with any communicable or skin disease should use the pool.
- d) Children under the age of 12 must be accompanied by one of their parents or an eligible adult user who is aged 18 or above. For safety concern, buddy-swimming is recommended especially when the children are too small or they cannot swim. No adult may accompany more than 4 children at any one time, and the children must leave the pool when the adult leaves.
- e) For health of other users, babies or toddlers must wear appropriate nappy when using the swimming pool.
- f) Users must change in the appropriate changing rooms.
- g) Users in swimming wear must not use any of the sports facilities other than the pool.
- h) Users must use the footbath and the shower before entering the pool.
- i) Only clean and unsoiled rubber flip-flops are allowed on the pool deck. Rubber flip-flops, if worn, must be washed in the footbath before entering the pool area. Swimmers only can wear proper swimming suits when entering the water.
- j) Users with hair of shoulder length must wear bathing caps or tie up their hair while using the pool (to avoid blockage of the filtration plant by loose long hair). Pool staffs are authorized to prevent any person not complying with this rule from using the pool.
- k) Spitting is prohibited in the pool area.
- l) Smoking, eating, drinking and carrying glasses or bottles into the pool area are strictly forbidden.
- m) Running, pushing, chasing and games are not permitted in the pool area.
- n) Swimmers must not dive or jump into the shallow water at the ends of the pool where the water depth is only 1.2M / 2M.
- o) For safety concern, except kickboards, buoys and inflatable armbands, use of other inflatable or swimming aids are not permitted in the swimming pool. (Masks, flippers

and other swimming aids are permitted ONLY for special programs approved by the College).

- p) Sun tan lotion is not allowed.
- q) The Pool can accommodate a maximum of 60 people and when this figure is reached, a "FULL HOUSE" notice will be posted at the swimming pool entrance. No person will be allowed to enter the pool until such time as vacancies are available.
- r) The whole pool, or part of it may be closed during certain periods for classes, training or competitions. Advance notification of these sessions will be posted on the notice board at the swimming pool entrance.
- s) The pool may be closed without notice in the event of adverse weather conditions.

Note: The maintenance and operation of the swimming pool is required to conform with the Public Health Services Ordinance Cap. 132, Swimming Pool By Laws. The above regulations are designed to supplement these Bylaws, for the comfort, safety and convenience of all users. To make best use of the facilities, users are requested to cooperate and adhere to the regulations.

13) Rules for Block M Outdoor Multipurpose Playground

- a) There should be no less than 4 users if booking is needed.
- b) Except for special arrangement, the playground can only be used for designated activities.

The College reserves the right to amend the above guidelines without prior notice.