

THE HONG KONG INSTITUTE OF EDUCATION

Estates Office

Information for Users of Sports Facilities

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IV. USEFUL CONTACT NUMBERS

Amenities & Sports Complex Service Counter : 2948 8844

HKIEd Sports Centre Service Counter : 2638 1245

Outdoor Swimming Pool Service Counter : 2948 8217

Amenities & Sports Complex Fax No. : 2948 8237

HKIEd Sports Centre Fax No. : 2638 1277

I. GENERAL INFORMATION

1. Amenities & Sports Complex Facilities

1.1 Indoor Sports Facilities

All indoor sports facilities are fully air-conditioned

Facilities	Functions
C.H.Y. Sports Hall	8 Badminton Courts or 2 Basketball Courts or 2 Volleyball Courts or 1 Handball Court with Spectator Bleachers & Electronic Scoreboard
Dance Room	Dance or Fencing or Martial Arts
Gymnasium	Gymnastic Training or Dance or Fencing or Martial Arts
Physical Fitness Room	Weight Training and Aerobic Training
Sport Climbing Gym	Sport Climbing
Squash Court	4 Squash Courts
Table-Tennis Room	8 Table-Tennis Tables
Swimming Pool	25-Meter 5-Laned Heated Swimming Pool

1.2 Outdoor Sports Facilities

Facilities	Functions
Artificial Turf Soccer Pitch	Mini-Soccer
Basketball Court	1 Hard Surface Basketball Court
Roof Court	2 Basketball Courts or 2 Volleyball Courts or 1 Handball Court or 1 Netball Court
Tennis Court	4 Tennis Courts
Swimming Pool	50-Meter 8-Laned Swimming Pool with Sun Decks and Electronic Timing System

2. **HKIEd Sports Centre Facilities**

2.1 Indoor Facilities

All indoor sports facilities are fully air-conditioned

Facilities	Functions
Multi-Purpose Room	Lecture, Seminar or Meeting
Physical Fitness Room	Weight Training and Aerobic Training

2.2 Outdoor Sports Facilities

Facilities	Functions
400-Meter Track & Fields	Track and Field Events
Artificial Turf Soccer Pitch	1 Full-sized Soccer or Hockey Pitch or 2 Seven-A-Side Soccer Pitches
Challenge Course *	Adventurous and Team Building Activities
Grass Soccer Pitch	1 Full-Sized or 2 Seven-A-Side Soccer Pitches
Jogging Path with 6 Fitness Stations	Jogging and Fitness Training
Tennis Court	4 Tennis Courts

* Not available for individual booking

3. **Opening Hours**

3.1 Amenities & Sports Complex

Monday - Saturday 8:30 a.m. - 10:00 p.m.

Sunday 1:30 p.m. - 5:30 p.m.

3.2 Swimming Pool

Monday - Saturday 8:30 a.m. - 9:30 p.m.

Sunday 1:30 p.m. - 5:30 p.m.

(The opening hours may have to be adjusted in the event of life guard shortages)

3.3 HKIEd Sports Centre

Monday - Saturday 1:30 p.m. - 9:30 p.m.

Sunday Closed

- 3.4 All sports facilities will be closed on public holidays.
- 3.5 Users must leave the Amenities & Sports Complex / Sports Centre 10 minutes after closing time.
- 3.6 The Institute reserves the right to close any part of the facilities for cleaning, renovation or maintenance purpose.

4. Eligible Users

- 4.1 Sports facilities are made available for all eligible users upon production of HKIEd Sports Club Membership Card and the following categories of valid IED Smart:
 - a) Student I.D. card;
 - b) Staff I.D. card;
 - c) Staff dependant card.
- 4.2 Children with age below 5 are not allowed to use nor to enter the facilities (except swimming pool).
- 4.3 Children with age below 12 must be accompanied by one of their parents or an eligible user aged 18 or above when using the facilities.
- 4.4 Users are not allowed to receive fee for coaching without prior approval of the Estates Office.

5. Guests

- 5.1 Each eligible user may bring four guests to use any sports facilities.
- 5.2 All guests will be admitted to the Amenities & Sports Complex / Sports Centre upon production of a guest ticket purchased from the Service Counter at a cost of \$20 each.
- 5.3 Soccer pitch users may pay guest fee either in a lump sum at a cost of \$220 (HKIEd Sports Centre), \$140 (Amenities & Sports Complex) or purchase guest ticket separately.
- 5.4 Eligible users must accompany their guests throughout their stay and are responsible for their conduct.

6. Facilities Charges

Amenities & Sports Complex Facilities

Facilities	Charges	
	Dependants / Sports Club Members	Students / Staff
Artificial Turf Soccer Pitch	\$30 / hr. / court \$60 / hr. (flood light)*	Free-of-Charge
Badminton Court	\$20 / hr. / court	
Basketball Court (Indoor)	\$50 / hr. / court	
Basketball Court (Outdoor)	Free-of-Charge	
Dance Room	\$40 / hr.	
Handball Court (1/2 Hall)	\$50 / hr. / court	
Physical Fitness Room #	\$10 / entry	
Roof Court	Free-of-Charge	
Sport Climbing Gym #	\$10 / entry	
Squash Court	\$20 / hr. / court	
Table-Tennis Room	\$10 / hr. / table	
Tennis Court	\$20 / hr. / court \$30 / hr. (flood light)*	
Volleyball Court	\$50 / hr. / court	
Swimming Pool	\$10 / entry	

HKIED Sports Centre Facilities

Facilities	Charges	
	Dependants / Sports Club Members	Students / Staff
Artificial Turf Soccer Pitch	\$60 / 1.5 hr. / court \$100 / 1.5 hr. (flood light)*	Free-of-Charge
Grass Soccer Pitch	\$80 / 1.5 hr. / court \$120 / 1.5 hr. (flood light)*	
Jogging Path	Free-of-Charge	
Physical Fitness Room #	\$10 / entry	
Tennis Court	\$20 / hr. / court \$30 / hr. (flood light)*	
Multi-Purpose Room	Not Available	

*Night Time : November - March 1730 - 2200; April - October 1830 - 2200

Eligible user only

7. Priority of Use

- 7.1 Institutional functions like examination.
- 7.2 Time-tabled, Credit-bearing teaching programme on sports organised by HKIED.
- 7.3 Courses organised by the Estates Office / Faculties / Departments.
- 7.4 Activities organised by the Estates Office / Faculties / Departments.
- 7.5 HKIED sports team training.
- 7.6 Activities organised by Student Affairs Office or student organisations.
- 7.7 Activities organised by staff organisations.

8. Booking Procedures

- 8.1 Telephone booking will not be accepted except for HKIED Sports Club members.
- 8.2 Advance booking by groups
 - a) Booking of sports facilities by student or staff groups for competition or training course may be made up to 2 months in advance with completed application form.
 - b) A proposed fixture (including schedule, rules and/or course outline) must be submitted together with the application.
- 8.3 Online booking by individuals
 - a) Online bookings can be made online through iServices->iBooking2 up to one week in advance during opening hours.
 - b) Booking of the Physical Fitness Room and Swimming Pool can only be made in person on the day of use.
 - c) Immediate on the spot booking of vacant facilities may be made at the Amenities & Sports Complex / Sports Centre Service Counter during opening hours. Bookings must be made in person and users must produce their valid IEd Smart when bookings are made. For HKIED Sports Club members, booking may be made in person or by calling at telephone number 2948 8844.
 - d) For advance booking of any one type of facility, a user can make only one booking per day. A maximum of 2-hours additional booking per time for vacant facilities may be made in person on the day of use.
 - e) When using the facilities, users must produce their valid staff / student cards for verification.

8.4 Cancellation of Booking

- a) All reserved facilities are not transferable.
- b) Facilities have not been taken up within the first 15 minutes of the reserved time would be opened for booking thereafter.
- c) For cancellation of booking, notification must be made 24 hours in advance of the booked time.
- d) To ensure best use of the sports facilities, users are expected to follow the booking and cancellation procedures. Estates Office reserves the right to suspend further booking by the organisation or group if it fails to comply with the cancellation regulation.
- e) The Estates Office reserves the right to cancel the booking or close any facilities that are unsuitable for use. In case of adverse weather like heavy rain falls within the first half of the booked session, make-up court will be arranged for affected booking with no extra cost.

8.5 Users may make use of the outdoor basketball court at any time within the opening hours. Booking is not required.

II. REGULATIONS GOVERNING THE USE OF SPORTS FACILITIES

1. General Regulations

1.1 Dress

- a) Users should be dressed in appropriate sports wear.
- b) For all indoor facilities, footwear must be non-marking rubber-soled sports shoes.
- c) For the soccer pitches, no metal studs are allowed.
- d) For the 400-meter track, footwear must be non-marking rubber-soled sports shoes or shoes of spikes at 7mm or less.

1.2 Changing Rooms

- a) Clothings and personal belongings should not be left unattended inside changing room.
- b) Users are requested to assist in maintaining the state of cleanliness in the changing room.

1.3 Lockers

- a) Lockers in changing rooms are either key-operated or coin-operated.
- b) For key operated lockers installed in the Amenities & Sports Complex, users are required to present their IEd Smart or HKIEd Sports Club Membership Card for loan of key at the service counter. Users must return key to the service counter before leaving the facility.
- c) For coin-operated lockers installed in the HKIEd Sports Centre, a deposit of a HK\$5 coin, which is retrievable when the key is returned, will be required to use the locker. Users must return the key to the locker before leaving the Sports Centre.
- d) Users must not leave their belongings in the lockers overnight. The Estates Office staff has the authority to clear all lockers daily after closing time and to dispose all property found therein. The Institute shall not be responsible for safe-keeping of any items found in lockers nor shall it be liable for any losses or damages in connection therewith.
- e) Lost or damaged locker key will be charged to the person responsible on a cost basis.

1.4 Equipment

- a) Certain sports equipment may be checked out to users upon request.
- b) Users must present their booking permit and scan their IEd Smart or HKIEd Sports Club Membership Card for loan of equipment.
- c) Equipment checked out is the responsibility of the person who has signed for it.
- d) Equipment must be returned before leaving the facilities.
- e) Any lost or damaged equipment will be charged to the person responsible at a cost basis.
- f) Users will be held responsible for any wilful damage to Amenities & Sports Complex and HKIEd Sports Centre property, such as lockers, flooring, furniture, fixtures, fitting. For safety reasons, any such damage should be reported immediately to Estates Office staff.

1.5 Audio-Visual Equipment

Use of audio-visual equipment is not allowed at the venues unless prior approval is given by the Estates Office.

1.6 Spectators

Spectators are allowed only in the designated area of the facility covered with rubber floor mats, in the viewing galleries, or in the spectator stand.

1.7 Smoking, Food and Drink

- a) No smoking, food or drink except water is permitted within the facilities.
- b) Drinking of water is only allowed outside the court area.

1.8 Animals and Pets

Animals or pets are not allowed to be brought into any sports facilities.

1.9 Lost and Found

- a) Users should not leave valuables in any sports facilities. The Institute will accept no responsibility for loss of personal property.
- b) Any articles found should be taken to the service counter for safe keeping.
- c) Articles found will be kept for one week. All unclaimed articles will then be sent to the Estate Office (Security).

1.10 Injuries and Accidents

- a) All injuries or accidents should be reported immediately to the service counter where first aid boxes are kept.
- b) Users of sports facilities participate in activities at their own risk and the Institute will accept no responsibility or liability whatsoever.

1.11 Conduct

- a) All users should beware of personal conduct and should not disturb other users.
- b) In case of misconduct, or of any action inconsistent with the regulations governing the use of sports facilities, or where the premises are being misused, the Estates Office staff have the authority to reject or debar the offender from the premises or from using the facilities for a designated period, or to refer him/her to the appropriate authority for disciplinary action, as appropriate.

1.12 Typhoons or Adverse Weather

- a) The Amenities & Sports Complex and Sports Centre will be closed when black rainstorm warning or typhoon signal no. 8 or above is hoisted. Users will be advised to leave the Complex / Sports Centre when pre-no. 8 signal warning is issued.
- b) All outdoor facilities including the swimming pool, soccer pitches and tennis courts may be closed without prior notice in the event of adverse weather conditions.

1.13 Revision of Regulations

The Estates Office reserves the right to alter or amend any of the regulations as and when necessary, without prior notice.

2. Amenities & Sports Complex Facilities

2.1 Indoor Sports Facilities

a) C.H.Y. Sports Hall

- (i) Courts reserved can only be used for designated game except special arrangement has been made.
- (ii) The Sports Hall is open for sports activities. Spectators or visitors should stay in the viewing gallery on the LP1 level.

b) Dance Room

Room reserved can only be used for designated activities except special arrangement has been made.

c) Gymnasium

Venue reserved can only be used for designated activities except special arrangement has been made.

d) Physical Fitness Room

- (i) The maximum capacity of the Physical Fitness Room in the Amenities and Sports Complex is 30 at any one time.
- (ii) Only HKIED Physical Fitness Room eligible users are allowed to book and use the room.
- (iii) Person aged 15 or under is not allowed to use the Physical Fitness Room.
- (iv) 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.
- (v) For courtesy, users should wipe away the sweat left on the apparatus.
- (vi) No guest is allowed.

d) Sport Climbing Gym

- (i) The maximum capacity of the Sport Climbing Gym is 12 at any one time.
- (ii) Only HKIED Sport Climbing Gym eligible users are allowed to book and use the climbing facilities.
- (iii) Booking can only be made in group of 2 or 3 users.
- (iv) Users should place their IEd Smart or HKIED Sports Club Membership Card in the card holder before using the facility.
- (v) Climbing equipment will be provided by the Estates Office. Users should produce their IEd Smart or HKIED Sports Club Membership Card and Sport Climbing Gym booking permit for loan of climbing equipment.
- (vi) No guest is allowed.

* Please refer to Appendix for detailed user information on Sport Climbing Gym.

- f) Squash Court
 - (i) No more than 2 players are allowed in the courts.
 - (ii) No other activities except squash can be played in the court.
 - (iii) Racket head must be covered with white tape. Only non-marking ball is allowed.
 - (iv) Players are strongly advised not to wear glass spectacles. Suitable protection for eyes is strongly recommended.
- g) Table-Tennis Room
 - (i) No more than 4 players are allowed for one table.
 - (ii) No other ball games except table-tennis can be played inside the room.

2.2 Outdoor Sports Facilities

- a) Artificial Turf Soccer Pitch
 - (i) The soccer pitch is mainly used for the game of soccer.
 - (ii) No metal studs except artificial turf soccer boots are allowed.
- b) Basketball Court

The outdoor basketball court is mainly used for the game of basketball.
- c) Roof Court

The roof court is mainly used for the game of basketball.
- d) Tennis Court
 - (i) No more than 4 players are allowed on one court. Only non-marking rubber-soled sports shoes are allowed on courts.
 - (ii) No other activities except tennis can be played on courts.

3. **HKIED Sports Centre Facilities**

3.1 Indoor Sports Facilities

- a) Multi-Purpose Room

Room reserved can only be used for designated activities except special arrangement has been made.
- b) Physical Fitness Room
 - (i) The maximum capacity of the Physical Fitness Room in the Sports Centre is 15 at any one time.
 - (ii) Only HKIED Physical Fitness Room eligible users are allowed to book and use the room.

- (iii) Person aged 15 or under is not allowed to use the Physical Fitness Room.
- (iv) 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.
- (v) For courtesy, users should wipe away the sweat left on the apparatus.
- (vi) No guest is allowed.

3.2 Outdoor Sports Facilities

- a) 400 Meters Running Track & Facilities for Fields Events
 - (i) The running track and fields are mainly used for athletic training.
 - (ii) Shoes of spikes longer than 7mm in length are not allowed.
- b) Artificial Turf Soccer Pitch
 - (i) The soccer pitch is mainly used for the game of soccer and hockey.
 - (ii) No metal studs except artificial turf soccer boots are allowed.
- c) Challenge Course
 - (i) The challenge course is mainly available for teaching and student's developmental program. No individual booking is allowed.
 - (ii) The challenge course composes of low and high element with various challenging and team building adventurous activities.
- d) Grass Soccer Pitch
 - (i) The grass soccer pitch is mainly used for the game of soccer or field events training.
 - (ii) No metal studs are allowed.
- e) Jogging Path

Only non-marking rubber-soled sports shoes are allowed on the jogging path.
- f) Tennis Court
 - (i) No more than 4 players are allowed on one court. Only non-marking rubber-soled sports shoes are allowed on courts.
 - (ii) No other activities except tennis can be played on courts.

4. 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) No person with any communicable or skin disease should use the pool.
- b) 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 can not swim. No adult may accompany more than 4 children at any one time, and they must leave the pool when the adult leaves.
- c) For health of other users, babies or toddlers must wear appropriate nappy when using the swimming pool.
- d) Users must change in the appropriate changing rooms.
- e) Users in swimming wear must not use any of the sports facilities other than the pool.
- f) Users must use the footbath and the shower before entering the pool.
- g) 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.
- h) 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 staff are authorised to prevent any person not complying with this rule from using the pool.
- i) Spitting is prohibited in the pool area.
- j) Smoking, eating, drinking and carrying glasses or bottles into the pool area is strictly forbidden.
- k) Running, pushing, chasing and games are not permitted in the pool area.
- l) Swimmers must not dive or jump into the shallow water at the ends of the pool where the water depth is only 1.2M / 0.9M.
- m) 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 Estates Office.
- n) Sun tan lotion is allowed on the pool deck. However, swimmers must use the shower before entering the pool.
- o) The Outdoor Pool can accommodate a maximum of 280 people (40 people for the Indoor Pool) 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.
- p) 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.
- q) 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 Bylaws. The above regulations are designed to supplement these bylaws, for the comfort, safety and convenience of all users. To make best use of the facility, users are requested to co-operate and adhere to the regulations.

III. APPENDIX

User Information on Sport Climbing Gym

1. Booking Procedure

1.1 Individual Booking (On the day booking only)

- a) Only HKIEd Sport Climbing Gym eligible users are allowed to book and use the climbing facilities.
- b) Booking must be made in person at the service counter of the Amenities & Sports Complex on the day of use.
- c) Booking can only be made in group of 2 or 3 users.
- d) Users must present their IEd Smart / HKIEd Sports Club Membership Card to confirm their eligibility.
- e) Users must place their booking permit and IEd Smart / HKIEd Sports Club Membership Card in the permit holder located at the entrance of the Sport Climbing Gym before using the facility.

1.2 Group Booking

- a) Application may be made according to group booking procedures in use.
- b) The instructor / participant ratio as recommended by the Sport Climbing Association of Hong Kong, China and the Hong Kong Mountaineering Union Ltd. must be observed and complied with:

Training Course: 1 qualified coach, with 1 Intermediate or above certificate holder per climbing route set

Fun Day / Activity: at least 2 qualified coaches, with 1 coach per climbing route set

2. Information on Sport Climbing Gym

- 2.1 User should observe the Regulations Governing the Use of Amenities & Sports Complex Facilities.
- 2.2 Users are advised to take every precaution to ensure safety. The HKIEd will accept no responsibility or liability whatsoever.
- 2.3 In case of misconduct, or of any action inconsistent with the regulations, or where the premise is being misused, the Estates Office staff have the authority to reject or debar the offender from the premise or from using the facility.
- 2.4 Five top-rope climbing routes (Lane 1 to 5) and one traverse route (Lane 6) are set on the wall.
- 2.5 The maximum capacity of the Sport Climbing Gym is twelve for the whole Gym at any one time.

- 2.6 Only 1 climber per lane is allowed at any one time.
- 2.7 Solo climbing is strictly forbidden. Users must use the belaying system for climbing.
- 2.8 Users are not allowed to change the route settings without prior permission from the Estates Office.
- 2.9 Belaying equipment will be provided by the Estates Office. Users may choose to use their personal equipment at their own risk. For safety sake, users are advised to inspect the belaying equipment prior use.
- 2.10 Non-roped climbing (Traversing) is not allowed above the red bouldering line.
- 2.11 A buddy system (to have another user to act as a supporter/spotter when the climbing is taking place) is highly desirable when traversing.

3. Application for Listing as HKIED Sport Climbing Gym Eligible User

- 3.1 Holders of Elementary or above certificate issued by the Sport Climbing Association of HK, China or the HK Mountaineering Union Ltd. are eligible to apply for listing as HKIED Sport Climbing Gym eligible user.
- 3.2 To ensure safety, Elementary certificate holders must attend and pass a skill practice / assessment workshop organized by the Estates Office.
- 3.3 Registration for the skill practice / assessment workshop should be made in person at the Amenities & Sports Complex Service Counter with one's HKIED ID card, original copy of Elementary Sport Climbing certificate and a non-refundable fee of \$40.
- 3.4 The following categories of users may apply for listing as the HKIED Sport Climbing Gym eligible user directly without the need to attend the assessment session:
 - a) SAO Sport Climbing Course participants who successfully attained Level I or above certificate; or
 - b) Holders of Intermediate or above certificate issued by the Sport Climbing Association of HK, China or the HK Mountaineering Union Ltd.

Please apply in person at the Amenities & Sports Complex Service Counter with your HKIED ID card, original copy of sport climbing certificate and a non-refundable fee of \$10.

4. Equipment Loan Procedure

- 4.1 Users should produce their HKIED ID card and Sports Climbing Gym booking permit for loan of climbing equipment.
- 4.2 A storage box with 3 harnesses, 1 figure-8 descender, 2 screw-gate karabiners and 1 30m climbing rope will be provided for each top-rope climbing lane.
- 4.3 Users should fill-in the “Equipment Check-out Form” after checking the conditions of equipment.
- 4.4 Climbers should report any accident or near accident incident to the Amenities & Sports Complex Service Counter for record keeping and maintenance of equipment / facilities.
- 4.5 Equipment must be returned to the Amenities & Sports Complex Service Counter after use. Any lost or damaged equipment will be charged to the person responsible at a cost basis.