

Summary of Changes
The University of Macau Sports Facilities Rules

Original Provisions	Amended Provisions	Justifications																																	
<p>The University of Macau (UM) Sports Facilities Rules aim to serve as general guidelines to users and source of information pertaining to UM sports facilities.</p> <p>The UM management reserves the right to modify or amend such rules when necessary. Announcements concerning the above will be made via notice boards on the premises accordingly.</p>	<p>1. Objective</p> <p>The University of Macau (UM) Sports Facilities Rules aim to serve as general guidelines to users and source of information pertaining to UM sports facilities.</p>	<p>To highlight objective of the document.</p>																																	
<p>Table of Content</p>	<p>Removed</p>	<p>To trim down the document.</p>																																	
<p>1. Sports facilities</p> <p>The University of Macau includes the following sports facilities:</p> <p>1.1 Indoor Sports Facilities – UM Sports Complex</p> <ul style="list-style-type: none"> i. Sports Pavilion ii. Swimming Pool iii. Training Hall iv. Badminton Hall v. Fitness Room vi. Table Tennis Room vii. Dance Room viii. Activity Room ix. Multi-Purpose Room x. Squash Courts xi. Saunas <p>1.2 Outdoor Sports Facilities</p> <ul style="list-style-type: none"> i. UM Stadium ii. Soccer Pitches (including natural grass and artificial turf) iii. Tennis Courts iv. Basketball Courts v. Volleyball Court vi. Beach Court vii. Sport Climbing Wall and Bouldering Wall viii. Archery Range ix. Lawn Bowling Green 	<p>2. Sport Facilities Information</p> <p>2.1. Sport Facilities</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Venue</th> <th style="text-align: center;">Usage</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">Indoor Sports Facilities – UM Sports Complex (N8)</td> </tr> <tr> <td>Activity Room</td> <td>Floor Exercise, Yoga, Stretching, Pilates, Dancing</td> </tr> <tr> <td>Badminton Hall</td> <td>Badminton</td> </tr> <tr> <td>Dance Room</td> <td rowspan="2">Dances, Floor Exercise, Judo, Karate, Taekwondo, Fencing, Kickboxing</td> </tr> <tr> <td>Multi-Purpose Room</td> </tr> <tr> <td>Fitness Room</td> <td>Cardio-respiratory and weight-training exercises</td> </tr> <tr> <td>Saunas</td> <td>Sauna</td> </tr> <tr> <td>Sport Climbing Wall and Bouldering Wall</td> <td>Sport Climbing and Bouldering</td> </tr> <tr> <td>Squash Court</td> <td>Squash</td> </tr> <tr> <td>Sports Pavilion</td> <td>Basketball, Handball, Indoor Soccer, Kinball, Korfball, Volleyball</td> </tr> <tr> <td>Training Hall</td> <td>Badminton, Basketball, Kinball, Korfball, Tchouball, Volleyball</td> </tr> <tr> <td>Table Tennis Room</td> <td>Table Tennis</td> </tr> <tr> <td>Swimming Pool</td> <td>Swimming</td> </tr> <tr> <td colspan="2" style="text-align: center;">Outdoor Sports Facilities</td> </tr> <tr> <td>Archery Range</td> <td>Archery</td> </tr> <tr> <td>Basketball Courts</td> <td>Basketball</td> </tr> </tbody> </table>	Venue	Usage	Indoor Sports Facilities – UM Sports Complex (N8)		Activity Room	Floor Exercise, Yoga, Stretching, Pilates, Dancing	Badminton Hall	Badminton	Dance Room	Dances, Floor Exercise, Judo, Karate, Taekwondo, Fencing, Kickboxing	Multi-Purpose Room	Fitness Room	Cardio-respiratory and weight-training exercises	Saunas	Sauna	Sport Climbing Wall and Bouldering Wall	Sport Climbing and Bouldering	Squash Court	Squash	Sports Pavilion	Basketball, Handball, Indoor Soccer, Kinball, Korfball, Volleyball	Training Hall	Badminton, Basketball, Kinball, Korfball, Tchouball, Volleyball	Table Tennis Room	Table Tennis	Swimming Pool	Swimming	Outdoor Sports Facilities		Archery Range	Archery	Basketball Courts	Basketball	<p>To add a table that summarizes venue, usage, location and opening hours; for ease of understanding.</p>
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Beach Court	Beach Volleyball
Lawn Bowling Green	Lawn Bowls
Mini Artificial Turf Soccer Pitch	Soccer
Tennis Courts	Tennis
Volleyball Court	Volleyball
UM Stadium	Jogging, Race Walking, Soccer, Track and Field activities

2.2. For details of the opening hours, please refer to Office of Sports Affairs (OSA) website.

2. Eligible users

2.1 The following eligible users may use all sports facilities during their opening hours, upon production of a valid identification card issued by UM:

	Eligible Users	Identification
i.	Full-time students, Part-time students, Post-graduate students, Exchange students	UM Campus Card
ii.	Regular staff, Non-regular full-time staff including Fixed Term-Staff, Visiting Professors (have employer/employee relationship with UM)	UM Campus Card
iii.	Non-regular non full-time staff including Service Contract Holder, Adjunct Professors	UM Sports Facilities User Card
iv.	Immediate Family Members of Regular staff / Non-regular full-time staff	UM Sports Facilities User Card
v.	Alumni of UM	UM Sports Facilities User Card
vi.	Professor Emeritus, Retired Staff	Professor Emeritus Card, Retired Staff Card

2.2 Immediate family members and guests of Regular staff / Non-regular full-time staff who are under 12 years old must be accompanied by an eligible user who is 18 years old or above when using the sports facilities.

(Note 1: Regarding the age restriction in using Fitness Room, please refer to page 19, Clause III 3.1)

(Note 2: Regarding the age restriction in using Saunas, please refer to page 25, Clause III 8.3)

2.3 Non-regular non full-time staff are permitted to book and use the sports facilities, providing that they have contributed the annual subscription of MOP150 (or half-year subscription of MOP75) for a UM Sports Facilities User Card.

2.4 UM alumni are permitted to book and use the sports facilities, providing that they have contributed the annual subscription of MOP150 (or half-year subscription of MOP75) for a UM Sports Facilities User

3. Eligible Users

3.1. Details of Eligible Users

Eligible Users	Identification
UM Student	UM Campus Card
UM Staff	UM Campus Card
Immediate Family Members of UM Staff (Spouse/Kids)	UM Sports Facilities User Card
	UM Fitness Card
Alumni of UM	UM Sports Facilities User Card
	UM Fitness Card
Professor Emeritus	UM Professor Emeritus Card
Retired Staff	UM Retired Staff Card

3.2 Immediate family members and guests of Staff who are under 12 years old must be accompanied by an eligible user who is 18 years old or above when using the sports facilities.

3.3 Non-eligible users (guests) may use the sports facilities under the following conditions:

3.3.1 An eligible user stated in 3.1 can bring up to seven guests to use the pre-paid facilities.

3.3.2 The guest must be accompanied by eligible user when entering the sports facilities and leave when the eligible user leaves; eligible user is responsible for the conduct of his/her guest during his/her stay in the sports facilities.

3.4 OSA staff and the staff-on-duty reserve the right to verify users' eligibility and to refuse the use of sports facilities as and when appropriate.

3.5 Non-eligible users or groups may be permitted to use the sports facilities subject to the approval of Director of OSA.

- 1) To update eligible users.
- 2) To trim down and rephrase related rules.

<p>Card. (Note: Active members of UM Alumni Association(s) may have certain waivers on the annual subscription via Alumni and Development Office.)</p> <p>2.5 Only immediate family members of Regular staff / Non-regular full-time staff are permitted to book and use the sports facilities, providing that they have contributed the annual subscription of MOP150 (or half-year subscription of MOP75) for a UM Sports Facilities User Card. (Note: Users who are under the age of 18 are not permitted to book the sports facilities.)</p> <p>2.6 Non-eligible users (guests) may use the sports facilities under the following conditions:</p> <ul style="list-style-type: none"> i. An eligible user stated in 2.1 can bring up to seven guests to use the pre-paid facilities. For free outdoor facilities, each eligible user can only bring one guest. OSA staff members have the rights to verify users' eligibility. ii. The guest must be accompanied by eligible user when entering the sports facilities, and must remain with the user throughout his/her stay. The guest must leave when the host user leaves. iii. An eligible user is responsible for the conduct of his/her guest during his/her stay in the sports facilities. iv. A guest shall observe all rules and/or guidelines regarding the use of sports facilities. <p>2.7 OSA staff and the staff-on-duty have the authority to check users' eligibility and to refuse the use of the sports facilities as and when appropriate.</p> <p>2.8 Non-eligible users or groups may be permitted to use the sports facilities subject to the approval of Director of Office of Sports Affairs (OSA).</p>		
<p>3. Priority use of the sports facilities</p> <p>Use of the sports facilities are prioritised as follows:</p> <p>3.1 University of Macau (UM) :</p> <ul style="list-style-type: none"> i. University-wide activities ii. UM Physical Education courses iii. UM Sports Teams trainings and competitions iv. UM Residential Colleges sports activities v. UM OSA sports activities vi. UM Students' Union / UM Postgraduate Association sports-related activities vii. UM Staff Sports Club activities viii. UM Academic Units sports-related activities ix. UM Alumni Association(s) sports-related activities x. UM students and staff members xi. UM alumni and other eligible users <p>3.2 Others, as approved by Director of OSA.</p>	<p>5. Priority Use of The Sports Facilities</p> <p>The University has the first priority for the use of venues and the University reserves the right to cancel any confirmed reservations and reschedule the use of venues at any time. Use of the sports facilities are prioritized as follows:</p> <ul style="list-style-type: none"> i. University-wide activities ii. UM Physical Education courses iii. UM Sports Teams trainings and competitions iv. Others as approved by Director of OSA 	<p>To trim down and remove unnecessary information.</p>
<p>4. Opening hours</p> <p>4.1 All sports facilities are open from Monday to Sunday except the following holidays:</p> <ul style="list-style-type: none"> i. Lunar New Year's Day ii. The second day of the Lunar New Year iii. The third day of the Lunar New Year iv. Other Mandatory or Public Holidays as decided by UM <p>4.2 Facilities opening hours:</p> <ul style="list-style-type: none"> i. UM Sports Complex: 07:00 to 23:00 	<p>Refer to 2.2</p>	<p>Refer to website for latest information.</p>

<p>ii. UM Stadium: 07:00 to 23:00</p> <p>iii. Swimming Pool: Mondays – Pool opens from 13.00 to 22.00 except for public holidays Tuesdays to Fridays – Pool opens from 07:30 to 12.30 then 15:00 to 22:00 Saturdays, Sundays, and public holidays – Pool opens from 10:30 to 13:30 then 15:00 to 22:00</p> <p>iv. Outdoor sports facilities: 08:00 to 22:00</p> <p>4.3 Users must vacate the facilities at closing time.</p> <p>4.4 The OSA follows the rules and regulations established for the University of Macau to respond to typhoon and/or rainstorm warnings.</p> <p>4.5 The OSA management has the authority to close any part of the facilities at their discretion, especially when the facilities are damaged and not fit for use.</p>		
<p>5. Booking procedures</p> <p>5.1 Individual use of the venues may be booked via the On-line Booking System at https://isw.umac.mo/cdweb.</p> <p>i. Except for certain sports venues that may require special approval, UM students and staff may book available venues 7 calendar days in advance, besides on-the-day booking.</p> <p>ii. UM students, staff members and UM eligible users (holder of UM Sports Facilities User Card) may book a maximum of 2 hours per day for any available venues.</p> <p>iii. No refund is allowed once a booking order is confirmed.</p> <p>iv. Substitution of venues is not permitted unless approved by Director of OSA.</p> <p>v. Substitution of booked time is permitted only if venue is not usable due to typhoon and/or adverse weather warnings issued by proper authorities and determined by OSA staff, emergency repairs or UM-organised activities.</p> <p>vi. Venues may be booked more than 7 calendar days in advance only in writing, and must be approved by the Director of OSA.</p> <p>5.2 UM organized groups may apply for group booking.</p> <p>i. Group booking refers to an organized group in the UM Community such as student organizations, staff sports club, and academic/administration units.</p> <p>ii. All group bookings must be made two weeks in advance but not earlier than three months with OSA.</p> <p>6. Venue charges</p> <p>6.1 Any on-the-day venues that are not booked may be used free of charge by Regular staff / Non-regular full-time staff / Full-time student with valid status. However, advanced bookings are subject to venue charges. For details of the venue charges please refer to Appendix 1.</p> <p>6.2 Use of the venues is subject to fees that are revised from time to time by the UM Finance Management Committee. These include venue rental fees and utility charges such as air conditioning and lighting, when or where applicable.</p> <p>6.3 Where applicable, all charges must be collected and are non-refundable, unless the Director of OSA instructs otherwise.</p>	<p>4. Booking Procedures & Venue Charges</p> <p>4.1 Individual Booking</p> <p>4.1.1 Eligible user may book available sport venues via the On-line Booking System on OSA SFM website or in-person at the Service Counter.</p> <p>4.1.2 Except for certain sports venues that require special approval, eligible user may book available venues 7 calendar days in advance, besides on-the-day booking.</p> <p>4.1.3 All eligible users may book a maximum of 2 hours per day for any available venues.</p> <p>4.1.4 No refund is allowed once a booking order is confirmed.</p> <p>4.1.5 Substitution of booked venues is not permitted unless approved by Director of OSA.</p> <p>4.1.6 Substitution of booked time is permitted only if the venue is not usable due to emergency repairs, hosting of UM-organized activities, typhoon and/or adverse weather warnings issued by official authorities and confirmed by OSA staff.</p> <p>4.1.7 Venues may be booked more than 7 calendar days in advance only in writing, and approved by the Director of OSA.</p> <p>4.2 Group Booking</p> <p>4.2.1 Group booking refers to an organized group in the UM Community such as student organization, staff sports club, and academic/administration unit.</p> <p>4.2.2 All group bookings must be made two weeks in advance but not earlier than three months with OSA.</p> <p>4.3 Venue Charges</p> <p>4.3.1 Any on-the-day venues that are not booked may be used for free by UM staff and student. However, advanced bookings are subject to venue charges; please refer to Appendix 1 for details.</p> <p>4.3.2 Use of venue is subject to charges that are revised from time to time by the UM Finance Management Committee. These include venue rental fees and utility charges such as air conditioning and lighting, when or where applicable.</p> <p>4.3.3 Where applicable, all charges must be collected and are non-refundable, unless approval granted by the Director of OSA.</p>	<p>To combine, trim down and rephrase the session of “Booking procedures” and “Venue charges”.</p>
<p>II GENERAL GUIDELINES</p> <p>1. Proper use of sports facilities</p>	<p>6. General Guideline</p> <p>6.1. The University has the right to cancel any approved reservation of the venues due to exceptional</p>	<p>1) To revise and remove duplicated</p>

1.1 All UM sports facilities are mainly used for sports education, training, competition, and recreation by UM students and staff members.

1.2 Specific activities and practices are designated for each venue as follows:

i.	Sports Pavilion & Training Hall	Basketball, volleyball, korfbal, handball, indoor soccer, badminton, table tennis, and other activities similar in nature.
ii.	Swimming Pool	Swimming. Diving is not allowed.
iii.	UM Stadium	Jogging, race walking, and soccer. All track and field activities such as runs, hurdles, long jump, high jump, shot put, discus throw, hammer throw, javelin throw, pole vault and relays must be under the supervision of designated coaches / instructors.
iv.	Fitness Room	Cardio-respiratory and weight-training exercises. (muscular strength & muscular endurance)
v.	Soccer Pitches	Soccer
vi.	Basketball Courts	Basketball
vii.	Volleyball Courts	Volleyball
viii.	Tennis Courts	Tennis
ix.	Squash Courts	Squash
x.	Dance and Multi-Purpose Rooms	Dances, floor exercises, judo, karate, taekwondo, fencing, kickboxing, etc. Bare feet are allowed in some sports above.
xi.	Activity Room	Floor exercise, yoga, stretching, Pilates, dancing
xii.	Sport Climbing Wall and Bouldering Wall	Sport Climbing Wall and Bouldering Wall activities with supervision by professionals recognised by Director of OSA.
xiii.	Archery range	Archery with bows and arrows with supervision

circumstances such as typhoon, rainstorm etc. Users will need to reschedule the reservation of the venues and inform the University of any alternative arrangement.

6.2. The OSA management has the authority to close any part of the facilities at their discretion, especially when the facilities are damaged and not suitable for use; substitution of booked time will be made at the Service Counter.

6.3. All sports facilities will be closed when typhoon signal No. 8 or above is hoisted. Outdoor sports facilities may be closed when rainstorm warnings and /or thunderstorm warnings are issued.

6.4. Animals are not allowed inside all sport venues apart from Guide Dog.

6.5. Smoking and gambling in any form is prohibited in all sport venues.

6.6. Possession and/or consumption of alcoholic beverages and drugs are prohibited in all sport venues.

6.7. Food and beverages are not allowed to be brought into the venues except for bottled water, and only if the container is made of non-breakable material.

6.8. When taking up a sports venue booking at the service counter, the individual who booked the venue must present valid UM identification card for registration. It is prohibited to use others' identity (including UM Campus Cards) to enter and/or use the sports facilities.

6.9. Users should keep all areas of the sport venues clean and tidy. All waste must be properly disposed before leaving.

6.10. Marking of lines is prohibited.

6.11. Users are obliged to maintain and restore the sport venue including equipment (such as poles, nets, cones, balls, mattresses, carpets, etc.), furniture and fixtures in good condition at all times. Users should notify the staff-on-duty of any damages to, or malfunction of, facilities or equipment, found or caused by users. Or else, users will be charged for damages of equipment and facilities in the venues.

6.12. Users are responsible for their own belongings and safety during the use of the sports facilities; anything left behind will be either disposed or treated as Lost and Found items. The University will not be held liable for any claim of injury or theft.

6.13. Users may not enter the sport venues or use the equipment before end of the reserved time, and must vacate the venues on or before the reserved time. Otherwise, extra charges shall be incurred based on the tariff.

6.14. Lockers are not to be used for overnight storage. Personal items (such as jewelry, keys, watches, wallets, electronics, credit cards, identification cards, travel documents, etc.) will be removed and placed in Lost and Found at closing time, while other items will be discarded.

6.15. Appropriate non-marking sports footwear must be worn whenever using the sport venues. Sports shoes must be worn in the Fitness Room. All shoes that mark floors and open-toed shoes are strictly prohibited.

6.16. Participants must wear appropriate exercise attire. Shirts and pants with buttons (other than rubber), metal zippers, studs, or belt loops are considered as unsuitable clothing. These items, which tend to accelerate wear and tear of exercise equipment and could pose a risk of injury, are not permitted. Participants will also be asked to remove jewelry that presents a danger to oneself or others.

6.17. Photo-taking, video recording, etc. are prohibited in the changing rooms, restrooms, locker area, Swimming Pool, and Fitness Room for the purpose of privacy of other users.

6.18 Use of machinery such as ball machines or ball hitters are prohibited unless approved by Director of Office of Sports Affairs.

6.19. All injuries must be reported to the staff-on-duty immediately.

6.20. If users are bleeding prior to, or begin to bleed during any activity, stop the bleeding and cover the afflicted area, if needed, with a bandage prior to returning to the activity. First-aid kits are available at the Service Counter.

rules across different sessions throughout the whole document.
 2) To summarize and rephrase similar rules.
 3) To move venue activities information to 2.1
 4) Due to the observation that there is a chance that some people use the ball machine improperly, the context is added.

		by professionals recognised by Director of OSA.
xiv.	Lawn Bowling Green	Lawn Bowls
xv.	Beach Court	Beach volleyball, beach handball.

2. User responsibilities

- 2.1 Users are entirely responsible for their own belongings and safety during the use of the sports facilities.
- 2.2 Using others' identity (including UM Campus Cards) to enter and/or use the sports facilities is strongly prohibited.
- 2.3 Users may not enter the venues or use the equipment before the reserved time, and must vacate the venues on or before the reserved time.
- 2.4 When taking up a sports venue booking at the service counter, the individual who booked the venue must present valid UM identification cards, register, and actively participate in the activities for which the venue is booked.
- 2.5 Users should restore the venues and equipment such as poles, nets, cones, balls, mattresses, carpets, etc. to their original condition after each use.

3. Attire and footwear

- 3.1 Appropriate non-marking sports footwear must be worn whenever using the venues. Proper footwear is necessary to protect individuals, as well as the facility.
- 3.2 Non-marking sports shoes must be worn appropriate to court activities (such as basketball, badminton, squash, tennis, etc.) Sports shoes must be worn in the Fitness Room. All shoes that mark floors and open-toed shoes are strictly prohibited.
- 3.3 Participants must wear appropriate exercise attire: T-shirts, warm-up suits, sweat suits, tennis clothing, where appropriate, or aerobics attire. Unsuitable clothing can be dangerous and confining when exercising. Shirts and pants with buttons (other than rubber), metal zippers, studs, or belt loops are considered as unsuitable clothing. These items, which tend to accelerate wear and tear of exercise equipment and could pose a risk of injury, are not permitted.
- 3.4 Personal belongings may not be left or stored in activity areas.
- 3.5 Clothing and bags are to be stored in lockers.
- 3.6 We recommend that jewelry, which may cause injury or damage equipment, be removed before exercising. Participants will be asked to remove jewelry that presents a danger to oneself or others.

4. Food, Beverage, Smoking and Drugs

- 4.1 All types of tobacco use are prohibited. All sports venues are smoke-free. Smoking is not permitted.
- 4.2 Possession and/or consumption of alcoholic beverages and drugs are prohibited in the sports venues.
- 4.3 Food and drinks are not to be brought into the venues, except for designated areas outside the activity areas. Water bottles are permitted if they are made of a non-breakable material and contain water only.

5. Audio - Visual Equipment

Please inform the staff-on-duty immediately if blood is on equipment or other facility surfaces.

6.21. Boys of 2 years old or above are not allowed in the female changing rooms and restrooms and the same rule applies to girls of 2 years old or above in male changing rooms and restrooms.

6.22. Unauthorized commercial use of sport venues such as offering services without permission in exchange of payment from another party other than the university is prohibited.

6.23. Members of OSA staff have the authority to dismiss any persons who do not observe sports facilities guidelines and rules. Non-compliance with these rules may result in users being suspended from using the sports facilities temporarily or permanently.

6.24. The UM management reserves the right to modify or amend Sports Facilities Rules when necessary.

5.1 Photo-taking, sound and image recording, etc. are prohibited in the changing rooms, restrooms, locker area, Swimming Pool, and Fitness Room for the purpose of privacy of other users.

6. Injuries

6.1 All injuries must be reported immediately to the staff-on-duty.

6.2 If users are bleeding prior to, or begin to bleed during any activity, stop the bleeding and cover the afflicted area, if needed, with a bandage prior to returning to the activity. First-aid kits are available at the Service Counter. Please inform the staff-on-duty immediately if blood is on equipment or other facility surfaces.

6.3 Users are responsible for their own safety during their stay in the UM sports facilities premises. UM will not be responsible or liable for any injury.

7. Changing Rooms and Restrooms

7.1 OSA is not responsible for any loss or damage of personal belongings being left unattended.

7.2 Boys of 2 years old or above are not allowed in the female changing rooms and restrooms and the same rule applies to girls of 2 years old or above in male changing rooms and restrooms.

7.3 Video filming, sound recording and photo-taking, etc. are not allowed inside the changing rooms and restrooms.

8. Lockers

8.1 Lockers are available in changing rooms during "opening hours".

8.2 Lockers are not to be used for overnight storage. At closing time, personal items will be removed and placed in Lost and Found.

9. Lost and Found

9.1 Users who suspect they have lost an item should go back to the venue where they were last present before reporting to the Service Counter.

9.2 Items that are found may be sent to Lost and Found through OSA or Campus Management Office (CMO).

9.3 Lost and Found only accepts items of value. These are jewelry, keys, watches, wallets, electronics, credit cards, identification cards, travel documents, etc.

9.4 Certain items are not accepted into Lost and Found. These items are, and not limited to, toiletries, undergarments, bathing suits, torn clothing, water bottles, food and items that are illegal to possess. The aforementioned items will either be discarded, or will be sent to police in case of illegal items.

10. Damages and malfunction of facilities

10.1 Users should notify the staff-on-duty of any damages to, or malfunction of, facilities or equipment, found or caused by users.

11. Adverse weather

11.1 All sports facilities will be closed when typhoon signal No. 8 or above is hoisted.

11.2 Outdoor sports facilities may be closed when rainstorm warnings and /or thunderstorm warnings are

<p>issued.</p> <p>11.3 The OSA has the right to close any part of the sports facilities when, in operation, the facilities are not suitable for use. The staff-on-duty will cancel the bookings of the affected venues on the day and substitution of booked time will be made at the Service Counter.</p> <p>12. Emergency procedures</p> <p>12.1 In the event of a fire or other emergency, alarms will sound throughout the sports venues. Please exit the premises using the nearest exit.</p> <p>12.2 In the event of a power outage, the use of facilities will not be allowed.</p> <p>12.3 Do not attempt to use elevators in an emergency situation. Exit through the nearest available exit.</p> <p>12.4 Please contact OSA staff-on-duty in case of an injury or an accident.</p> <p>13. Misconduct</p> <p>13.1 When using the sports facilities, the following activities are prohibited:</p> <ul style="list-style-type: none"> i. Smoking, using alcohol, using drugs; ii. Speaking foul or abusive languages; iii. Walking around topless or barefooted; iv. Eating or drinking inside the venues except for designated areas; v. Misusing or defacing any of the facilities or equipment; vi. Loitering around the venue, including spectators' gallery, when rental time is up; vii. Jumping over or sitting on fences or partitions within the sports venues; viii. Bringing animals to the premises apart from Guide Dogs; ix. Unauthorised marking of lines; x. Unauthorised vehicles, motorcycles, and/or bicycles; xi. Unauthorised commercial use of venues such as offering services without permission in exchange of payment from another party other than the university; xii. Any types of gambling activities. <p>13.2 Members of OSA staff have the authority to dismiss any persons who do not observe sports facilities guidelines and rules.</p> <p>13.3 Users are required to accept the interpretation of the stated rules and decisions made by OSA.</p> <p>13.4 Non-compliance with these rules may result in users being suspended from using the sports facilities temporarily or permanently.</p> <p>14. Revision of rules</p> <p>14.1 The Rector, and/or his delegate(s), reserve(s) the right to interpret, modify or supplement these rules.</p> <p>14.2 Upon the approval of the Rector, these rules superseding all previous rules will take effect after posting on the board without prior notice.</p>		
<p>III SPORTS FACILITIES RULES</p> <p>1. Swimming Pool</p> <p>1.1 Swimming is permitted only while lifeguards are on duty. Swimmers are required to follow the directions of lifeguards. Swimming pool, deck, and changing rooms are off limits to users during closing hours.</p>	<p>7. Sports Facilities Rules</p> <p>7.1. Swimming Pool</p> <p>7.1.1. Swimming is permitted only when lifeguards are on duty. Swimmers are required to follow the directions of lifeguards. Swimming pool, deck, and changing rooms are off limits to users during closing hours.</p> <p>7.1.2. Swimmers must wear proper swimming wear and swim caps. Shorts, t-shirts and underwear are not</p>	<p>1) To revise and remove duplicated rules across different sessions throughout the whole document.</p>

<p>1.2 Swimmers must wear proper swimming wear and swim caps. Shorts, t-shirts and underwear are not considered swimming wear. Only white t-shirts are permitted if swimmers wear proper swimming wear underneath them.</p> <p>1.3 Shoes are not allowed in the pool deck area except for clean and unsoiled rubber sandals (flip-flops).</p> <p>1.4 Use of starting blocks is restricted to official competitions or approval from OSA only.</p> <p>1.5 Children under the age of 12 must be monitored by a parent and/or guardian in all areas. Each adult swimmer is permitted to bring up to two children under the age of 12.</p> <p>1.6 Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.</p> <p>1.7 If required, children must wear swim diapers under appropriate swimming wear.</p> <p>1.8 Swimmers are not permitted to carry the following into the swimming pool: food and beverages, oil or suntan lotion, and all types of tobacco.</p> <p>1.9 Diving is strictly prohibited.</p> <p>1.10 Horseplay, running around on the pool deck, splashing of pool water, water fighting, breath-holding contests, and shouting are prohibited.</p> <p>1.11 Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises at all time.</p> <p>1.12 Contaminating the pool and the premises is prohibited.</p> <p>1.13 For swimmers' safety, glass containers are prohibited on the premises.</p> <p>1.14 Maximum capacity for the swimming pool is 200 at one time.</p> <p>1.15 Swimmers should always shower before entering the pool.</p> <p>1.16 Swimmers must use pool ladders when getting in or out of the pool.</p> <p>1.17 No one under the influence of alcohol and/or drugs is permitted on the premises.</p> <p>2. UM Stadium</p> <p>2.1 All track and field activities at the UM Stadium must be authorised by OSA of the University.</p> <p>2.2 The UM Stadium is suitable for outdoor jogging, race walking, and soccer. Supervision of designated coaches / instructors is mandatory for all track and field activities, such as runs, hurdles, long jump, high jump, shot put, discus throw, hammer throw, javelin throw, pole vault, and relays.</p> <p>2.3 Except for physical education classes, no more than one event at a time are allowed on the field unless approved by OSA.</p> <p>2.4 Soiled shoes are not permitted inside the running track. To protect runners and the facility, only blunt spikes not exceeding 7 mm or rubber soled shoes are permitted inside the track. Sharp-pointed and hard items are not allowed to drag on the tracks.</p> <p>2.5 To ensure users' safety, the maximum number of players at one time allowed for soccer pitch is 11 players per team except for physical education classes.</p> <p>2.6 Unauthorised line marking or use of corner flags or other objects is not permitted.</p> <p>2.7 All people must vacate the venues when activities are finished. Loitering around the venues, including the spectator's gallery, is not permitted.</p> <p>2.8 Without special approval, food and beverages, (including spectator's gallery) are not permitted.</p> <p>2.9 Animals are not allowed inside the UM Stadium premises.</p>	<p>considered swimming wear.</p> <p>7.1.3. Shoes are not allowed in the pool deck area except for clean and unsoiled rubber sandals (flip-flops).</p> <p>7.1.4. Use of starting blocks is restricted to official competitions or approval from OSA only.</p> <p>7.1.5. Children under the age of 12 must be monitored by a parent and/or guardian in all areas. Each adult swimmer is permitted to bring up to two children under the age of 12.</p> <p>7.1.6. Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.</p> <p>7.1.7. Diving is strictly prohibited.</p> <p>7.1.8. Horseplay, running around on the pool deck, splashing of pool water, water fighting, breath-holding contests, and shouting are prohibited.</p> <p>7.1.9. Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises at all time.</p> <p>7.1.10. Contaminating the pool and the premises is prohibited.</p> <p>7.2. UM Stadium</p> <p>7.2.1. All track and field activities at the UM Stadium must be authorized by OSA.</p> <p>7.2.2. Supervision of designated coaches / instructors is mandatory for all track and field activities, such as runs, hurdles, long jump, high jump, shot put, discus throw, hammer throw, javelin throw, pole vault, and relays.</p> <p>7.2.3. Except for physical education classes, no more than one event at a time are allowed on the field unless approved by OSA.</p> <p>7.2.4. Soiled shoes are not permitted inside the running track. To protect runners and the facility, only blunt spikes not exceeding 7 mm or rubber soled shoes are permitted inside the track. Sharp-pointed and hard items are not allowed to drag on the tracks.</p> <p>7.2.5. Unauthorized line marking or use of corner flags or other objects is not permitted.</p> <p>7.3. Fitness Room</p> <p>7.3.1. Only those who are 16 or above, and have been trained to use the fitness equipment, and are able to provide fitness training records endorsed by OSA, are allowed to use the fitness room.</p> <p>7.3.2. Users should be courteous to others by limiting the length of their workout at a single station, and by following posted time limits when others are waiting.</p> <p>7.4. Sport Climbing Wall and Bouldering Wall</p> <p>7.4.1. Sport Climbing Wall and Bouldering Wall activities are required to be under the supervision by professionals being recognized by Director of OSA.</p> <p>7.4.2. For individual use of the Sport Climbing Wall, only person holding a recognized and valid sport climbing training certificate or above issued by the National Sports Associations (NSAs), and accompanied by other person(s) with equivalent qualification or above may use the wall. Users must register and be approved by OSA prior to use.</p> <p>7.4.3. For group use of the Sport Climbing Wall, any user not holding a recognized and valid sport climbing training certificate or above issued by the NSAs should be supervised by at least two other persons, one of whom must hold a sport climbing training certificate and the other one must hold a valid coach / instructor card.</p> <p>7.4.4. Only one user is allowed to climb on each lane of the walls at a time. Each user should always be assisted by another user as belayer for safety sake.</p>	<p>2) To rephrase some of the rules for better understanding.</p>
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<p>3. Fitness Room</p> <p>3.1 Only those who are 16 or above, and have been trained to use the fitness equipment, and are able to provide fitness training records endorsed by OSA, are allowed to use the fitness room.</p> <p>3.2 Only those who are 16 or above, and have been trained to use the fitness equipment, and are able to provide fitness training records endorsed by OSA, are allowed to use the fitness room.</p> <p>3.3 Other than the UM users as specified in item III 3.2, they must sign a “Fitness Room User Undertaking Form” prior to the use of the fitness equipment.</p> <p>3.4 Workout attire must be worn to use the Fitness Room. Recommended attire includes T-shirts, sport trousers and sports shoes. Weight gloves are recommended when using free weights. Open-toed shoes, high heels, jeans, leisure pants, sandals, slacks, blouse, and dresses, etc. are strictly prohibited.</p> <p>3.5 Users should be courteous to others by limiting the length of their workout at a single station, and by following posted time limits when others are waiting.</p> <p>3.6 If weights, pulleys or other parts are jammed, users should not attempt to free them without the staff-on-duty’s assistance. Report the problem to the staff-on-duty.</p> <p>3.7 Users should always inspect the equipment for loose, frayed or worn parts before using. If in doubt, do not use the equipment and report the problem to the staff-on-duty.</p> <p>3.8 To reduce the chance of injury, users should keep head and limbs clear of weights and moving parts of equipment at all times.</p> <p>3.9 All equipment is to be returned to appropriate storage locations after use.</p> <p>3.10 Equipment is to remain at its appropriate location. Benches or equipment may not be moved from area to area without permission of staff-on-duty.</p> <p>3.11 Weights are not to be propped against the walls, pillars, or mirrors due to the risk of damage or injury.</p> <p>3.12 Personal belongings may not be left or stored in activity areas.</p> <p>3.13 Participants shall use extreme caution in using equipment and weights to avoid potential injury to themselves or others.</p> <p>3.14 Utilisation of collars in free weight lifting is recommended.</p> <p>3.15 All concerns and maintenance needs should be informed to the staff-on-duty.</p> <p>3.16 There is a 30-minute limit per individual for using cardiovascular equipment when others are waiting.</p> <p>3.17 Foods & drinks are not allowed. Water bottles may be used only if they are made of a non-breakable material and contain water only.</p> <p>3.18 Clean all machines and benches after using.</p> <p>3.19 The Fitness Room is not continuously supervised. Please exercise at your own risk.</p> <p>3.20 A maximum of 30 users at one time is allowed in the Fitness Room.</p>	<p>7.4.5. Users are not allowed to change the route settings without prior permission from the OSA. Any change to the route settings must be carried out by qualified persons recommended / endorsed by NSAs or OSA.</p> <p>7.5. Lawn Bowling Green</p> <p>7.5.1. Users must wear unsoiled, smooth-soled, and heel-less footwear while staying on the green.</p> <p>7.5.2. Users should not drop or dump the bowl on the surface of the green.</p> <p>7.5.3. Users should not bowl from one position all the time. The mat should be moved up and down along the length of the green during play in order to reduce wear and tear on the green.</p> <p>7.6. Archery Range</p> <p>7.6.1. Instructors must have valid certificates recognized and issued by the relevant national sports association (NSA).</p> <p>7.6.2. For individual booking, at least one of the users must hold a recognized and valid archery Level I coach certificate or above issued by the relevant NSAs.</p> <p>7.6.3. For group booking, a maximum ratio of 1:20 between coach and users is required. Any users not holding a recognized and valid archery Level I coach certificate or above, issued by the relevant NSAs, should be accompanied by at least one coach, who must be the holder of a recognized and valid archery Level I or above coach certificate.</p> <p>7.6.4. Coaches with recognized qualifications must be present during the course of the activity to give on-site instructions and ensure safety of all participants.</p> <p>7.7. Mini Artificial Turf Soccer Pitch</p> <p>7.7.1. Users must wear proper footwear. Rollerblades and metal cleats are prohibited at all times.</p> <p>7.7.2. Painting and marking the field with tapes are prohibited.</p> <p>7.8. Saunas</p> <p>7.8.1. Use of the saunas is not recommended for individuals who are pregnant, or have hypertension or heart diseases. Individuals who have consumed alcoholic beverages are not permitted to enter.</p> <p>7.8.2. Children under 16 years old are only allowed to use the sauna with adult’s supervision, while children under 12 years old are not allowed to use the Saunas.</p> <p>7.8.3. The facility is not meant for undertaking any hair or facial treatments.</p>	
<p>4. Sport Climbing Wall and Bouldering Wall</p> <p>4.1 Sport Climbing Wall and Bouldering Wall activities are required to be under the supervision by professionals being recognised by Director of OSA.</p> <p>4.2 For individual use of the Sport Climbing Wall, only person holding a recognised and valid sport climbing training certificate or above issued by the National Sports Associations (NSAs), and accompanied by other person(s) with equivalent qualification or above may use the wall. Users must register and be approved by OSA prior to use.</p> <p>4.3 For group use of the Sport Climbing Wall, any user not holding a recognised and valid sport climbing</p>		

training certificate or above issued by the NSAs should be supervised by at least two other persons, one of whom must hold a sport climbing training certificate and the other one must hold a valid coach / instructor card.

4.4 All users of the walls must inspect their equipment and safety of the gear prior to use.

4.5 Only one user is allowed to climb on each lane of the walls at a time. Each user should always be assisted by another user as belayer for safety sake.

4.6 Users are not allowed to change the route settings without prior permission from the OSA. Any change to the route settings must be carried out by qualified persons recommended / endorsed by NSAs or OSA.

4.7 Maximum capacity of group use for Sport Climbing Wall is 12 users per lane, and up to a maximum of 48 users for four lanes, with a maximum of six users for each lane to be permitted to stay within the safety mat area at any time of use. Other users should stay outside the safety mat area for safety.

4.8 Maximum capacity of Bouldering Wall is 20 users at one time.

5. Lawn Bowling Green

5.1 A maximum of eight users per rink are permitted to play or remain on the green at any time.

5.2 Users must wear unsoiled, smooth-soled, and heel-less footwear while staying on the green.

5.3 Users should not drop or dump the bowl on the surface of the green.

5.4 Users should not bowl from one position all the time. The mat should be moved up and down along the length of the green during play in order to reduce wear and tear on the green.

6. Archery Range

6.1 Users must assure the supervision of instructors during the course of activities. Instructors must have valid certificates recognised and issued by the relevant national sports association (NSA).

6.2 All users of the archery range must inspect their equipment and safety of the gear prior to use.

6.3 For individual bookings, at least one of the users, holding a recognised and valid archery Level I coach certificate or above issued by the relevant NSAs, may use the archery range.

6.4 For group use of the archery range - a maximum ratio of 1:20 between coach and users. Any users not holding a recognised and valid archery Level I coach certificate or above, issued by the relevant NSAs, should be accompanied by at least one coach, who must be the holder of a recognised and valid archery Level I or above coach certificate.

6.5 Each archery target can be used by several persons. The users should take turns to practise with the target. The coaches should allocate the facilities according to the number of participants and to ensure safety when the participants are practising.

6.6 Coaches with recognised qualifications must be present during the course of the activity to give on-site instructions and ensure that all participants strictly adhere to the following safety guidelines:

i. Participants should shoot within the designated shooting areas.

ii. Participants should not nock their arrows unless instruction is given by the coach.

iii. Participants should not shoot their arrows in any direction other than the target.

iv. Participants should ensure that no one is within the shooting range before shooting.

v. Archery targets should be placed flat on the ground when the practice is finished. The distance within the range is 70 metres.

<p>vi. Participants should not shoot without arrows.</p> <p>vii. People other than the participants in the activity must stay outside the archery range.</p> <p>7. Soccer Pitches (including natural grass and artificial turf)</p> <p>7.1 Users must wear proper footwear. Rollerblades and metal cleats are prohibited at all times.</p> <p>7.2 Appropriate clothing must be worn at all times.</p> <p>7.3 Painting and marking the field with tapes are prohibited.</p> <p>7.4 Animals are prohibited on the sports venues.</p> <p>8. Saunas</p> <p>8.1 Consult your doctor before using the facility.</p> <p>8.2 Use of the saunas is not recommended for individuals who are pregnant, or have hypertension or heart diseases. Individuals who have consumed alcoholic beverages are not permitted to enter.</p> <p>8.3 Children under 16 years old are only allowed to use the sauna with adult supervision, while children under 12 years old are not allowed to use the Saunas.</p> <p>8.4 Video filming, sound recording and photo-taking, etc. are not allowed inside the sauna.</p> <p>8.5 The facility is not meant for undertaking any hair or facial treatments.</p> <p>8.6 Ideal time limit for using the sauna is between 3 to 15 minutes, the maximum. Excessive exposure is hazardous.</p> <p>8.7 Swimming wear or towels must be used inside the sauna.</p> <p>8.8 Use of the heat generator to dry off personal clothing, towels, shoes, and other materials is not permitted inside the sauna.</p> <p>8.9 Performing exercises inside the sauna is prohibited.</p> <p>9. Spectators' Gallery</p> <p>9.1 Appropriate clothing must be worn at all times. Clothing that displays offensive meaning is prohibited.</p> <p>9.2 Without prior approval, noise makers such as air horns, poppers, and others are prohibited.</p> <p>9.3 Playing area is off limits to spectators who should remain in the spectators' gallery.</p> <p>9.4 Spectators must maintain positive and acceptable behavior. Improper behavior such as, but not limited to, booing, verbal and physical abuse, as well as gestures that are thought to be obscene is prohibited.</p> <p>9.5 Without prior approval, food and beverage are prohibited in the spectators' gallery.</p> <p>9.6 Spectators who appear to be hyper-excited may be asked to leave the premises.</p>		
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