

Summary of Changes

The University of Macau Sports Facilities Guidelines

Original Provisions	Amended Provisions	Justifications																																																																
<p>Sports Facilities Rules</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>Sports Facilities Guidelines</p> <p>The University of Macau (UM) Sports Facilities Guidelines aim to serve as general guidelines to users and source of information pertaining to UM sports facilities.</p>	<p>1. Change the term from “rules” to “guidelines”.</p>																																																																
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<p>3. Eligible Sports Facilities Users</p> <p>3.1. Details of Eligible Sports Facilities Users</p> <table border="1"> <thead> <tr> <th>Eligible Sports Facilities Users</th> <th>Identification</th> </tr> </thead> <tbody> <tr><td>UM Student</td><td>UM Campus Card</td></tr> <tr><td>UM Staff</td><td>UM Campus Card</td></tr> <tr><td>Immediate Family Members of UM Staff (Spouse/Children)</td><td>UM Sports Facilities User Card UM Fitness Card</td></tr> <tr><td>Alumni of UM</td><td></td></tr> <tr><td>Professor Emeritus</td><td>UM Professor Emeritus Card</td></tr> <tr><td>Retired Staff</td><td>UM Retired Staff Card</td></tr> </tbody> </table> <p>3.2 Immediate family members and guests of Staff who are under 12 years old must be accompanied by an eligible sports facilities user who is 18 years old or above when using the sports facilities.</p> <p>3.3 Non-eligible sports facilities users (guests) may use the sports facilities under the following conditions:</p> <p>3.3.1 An eligible sports facilities user stated in 3.1 can bring up to seven guests to use the pre-paid facilities, and must abide by the maximum number of users in relevant venue.</p> <p>3.3.2 The guest must be accompanied by eligible sports facilities user when entering the sports facilities and leave when the eligible sports facilities user leaves; eligible sports facilities user is responsible for the conduct of his/her guest during his/her stay in the sports facilities.</p> <p>3.4 OSA staff and the staff-on-duty reserve the right to verify sports facilities users' eligibility and to refuse the use of sports facilities as and when appropriate.</p> <p>3.5 Non-eligible sports facilities users or groups may be permitted to use the sports facilities subject to the approval of Director of OSA.</p>	Eligible Sports Facilities Users	Identification	UM Student	UM Campus Card	UM Staff	UM Campus Card	Immediate Family Members of UM Staff (Spouse/Children)	UM Sports Facilities User Card UM Fitness Card	Alumni of UM		Professor Emeritus	UM Professor Emeritus Card	Retired Staff	UM Retired Staff Card	<p>3. Eligible Sports Facilities Bookers</p> <table border="1"> <thead> <tr> <th>Eligible Sports Facilities Bookers</th> <th>Identification</th> </tr> </thead> <tbody> <tr><td>UM Student</td><td>UM Campus Card</td></tr> <tr><td>UM Staff</td><td>UM Campus Card</td></tr> <tr><td>Immediate Family Members of UM Staff (Spouse/Children)</td><td>UM Sports Facilities User Card UM Fitness Room User Card</td></tr> <tr><td>Alumni of UM</td><td></td></tr> <tr><td>Professor Emeritus</td><td>UM Professor Emeritus Card</td></tr> <tr><td>Retired Staff</td><td>UM Retired Staff Card</td></tr> </tbody> </table> <p>3.1. If an eligible UM Student purchases “UM Swimming Pool Multiple-Entry Pass” and terminates his/her study at UM within the validity period, the pass will be terminated accordingly.</p> <p>3.2. If a UM Staff terminates the labour relationship with UM, regardless of the reason, after purchase of the “UM Swimming Pool Annual Pass” and within its validity period, the pass will be terminated accordingly. The “UM Sports Facilities User Card” and “UM Fitness Room User Card” applied by the immediate family members of the staff will also be terminated.</p> <p>3.3. If the “UM Sports Facilities User Card” applied by an UM Alumnus is terminated due to overdue renewal, the “UM Fitness Room User Card” and “UM Swimming Pool Annual Pass” applied will also be terminated.</p>	Eligible Sports Facilities Bookers	Identification	UM Student	UM Campus Card	UM Staff	UM Campus Card	Immediate Family Members of UM Staff (Spouse/Children)	UM Sports Facilities User Card UM Fitness Room User Card	Alumni of UM		Professor Emeritus	UM Professor Emeritus Card	Retired Staff	UM Retired Staff Card	<p>1. Update from “Users” to “Bookers” for clear identity.</p> <p>2. Added handling procedures for UM Swimming Pool Passes, Sports Facility User Card, and Fitness Room User Card when a Student, Staff or Alumnus' status at UM changed.</p>
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<p>4.1 Individual Booking</p> <p>4.1.1 Individual booking refers to booking made by eligible sports facilities user as stated in 3.1 via the UM Sports Facilities On-line Booking Service or in-person at the UM Sports Complex Main Entrance Service Counter.</p>	<p>4.1 Individual Booking</p> <p>4.1.1 Individual booking refers to booking made by eligible sports facilities booker as stated in Item 3 via the UM Sports Facilities On-line Booking Service or in-person at the UM Sports Complex Main Entrance Service Counter; it is strictly prohibited to use other eligible sports facilities bookers' identification for booking.</p>	<p>1. Emphasize that the person who made the booking (booker) must be one of the</p>																												

4.1.2 Individual booking is limited to personal exercise or training, it is strictly prohibited to conduct group activities, competitions or sports activities apart from those permitted, especially paid education or training activities.

4.1.3 It is strictly prohibited to use other eligible sports facilities users' identification for booking. The eligible sports facilities user who made the booking must be one of the venue users, and must abide by the maximum number of users that relevant venue can accommodate.

4.1.4 If there is any suspicion of illegal use, OSA will immediately suspend the use rights of eligible sports facilities user and conduct corresponding investigations. If the illegal use is verified, OSA will take corresponding sanctions against the eligible sports facilities user, including temporarily or permanently terminating the right to use sports facilities.

4.1.5 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.

4.1.6 All eligible sports facilities users may book a maximum of 2 hours per day for any available venues.

4.1.7 No refund is allowed once a booking order is confirmed.

4.1.8 Substitution of booked venues is not permitted unless approved by Director of OSA.

4.1.9 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.

4.1.10 Sports facilities that accept individual booking and their respective maximum number of user

Facility	Sports Activities Allowed	Maximum Number of User using the Facility
Indoor Sports Facilities – UM Sports Complex (N8)		
Badminton Hall	Badminton Practice	4 Pax./Court
Squash Court	Squash Practice	Court 1, 2, 4 & 5: 2 Pax./Court Court 3: 4 Pax.
Table Tennis Room	Table Tennis Practice	4 Pax./Table
Outdoor Sports Facilities		
Archery Range	Archery Practice	7 Pax.
Beach Court	Beach Volleyball Practice	4 Pax.
Lawn Bowling Green	Lawn Bowls Practice	20 Pax.
Mini Artificial Turf Soccer Pitch	Soccer Practice	10 Pax.

4.1.2 OSA staff and the staff-on-duty reserve the right to check the identification of sports facilities users at any time to verify whether the user is the eligible sports facilities booker who booked the venue. If the eligible sports facilities booker is not using the facility or already left, the staff will refuse and terminate other users from using relevant sports facility.

4.1.3 The sports facilities booker may bring up to a total of seven guests to use the pre-paid sports facility at a time and each adult user may bring up to two children aged 12 or below (except immediate family members). The booker must be one of the venue users and must abide by the maximum number of users in relevant venue.

4.1.4 Individual booking is limited to personal exercise or training, it is strictly prohibited to conduct group activities, competitions or sports activities apart from those permitted, especially commercial and paid private teaching.

4.1.5 If there is any suspicion of violated usage, OSA staff will handle according to the internal regulations. If the violated usage is verified, OSA will take corresponding sanctions against the eligible sports facilities booker, including temporarily or permanently terminating the right to use UM sports facilities, in accordance with the severity of the infringement.

4.1.6 Before using the booked indoor venue, booker must register at the UM Sports Complex Main Entrance Service Counter with the valid identification used during booking. For outdoor venue, booker may go directly to the booked outdoor venue as staff-on-duty will approach for identity verification within the booked period of time.

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

4.1.8 Except for certain sports venues that require special approval, eligible sports facilities booker may book available venues 7 calendar days in advance, besides on-the-day booking.

4.1.9 All eligible sports facilities bookers may book a maximum of 2 hours per day for any available venues.

4.1.10 If the eligible booker is the child of the UM Staff aged 12 or below, the booker must be accompanied by at least one guest aged 18 or above when using the booked venue.

4.1.11 OSA staff and the staff-on-duty reserve the right to request users to present identification documents to verify whether their age meets the prescribed requirements; otherwise, the staff will refuse or terminate their use of the relevant sports facilities.

4.1.12 No refund is allowed once a booking order is confirmed.

4.1.13 Substitution of booked venues is not permitted unless approved by Director of OSA.

4.1.14 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. The booker must contact UM Sports Complex Main Entrance Service Counter or OSA to reschedule the booking within the deadline as stated in Item 6.1.

4.1.15 Sports facilities that accept individual booking and their respective maximum number of user

Facility	Sports Activities Allowed	Maximum Number of User using the Facility
Indoor Sports Facilities – UM Sports Complex (N8)		
Badminton Hall	Badminton Practice	4 Pax./Court
Squash Court	Squash Practice	Court 1, 2, 4 & 5: 2 Pax./Court

venue users.

2. Clearly state that each adult user may only bring up to two children aged 12 or below (except immediate family members).

3. Emphasize that commercial and paid private teaching are strictly prohibited for individual booking.

4. State OSA's handling procedures if there's suspicion of unauthorized use for individual bookings.

5. Clearly state that booker aged 12 or below must be accompanied by at least one person aged 18 or above when using sports facilities.

6. Emphasize that booker must contact the Main Entrance Service Counter or OSA to reschedule their booking within the deadline specified in 6.1.

Tennis Courts	Tennis Practice	4 Pax./Court
Volleyball Court	Volleyball Practice	10 Pax.

4.1.11 Booking procedures and regulations can be found on OSA SFM website.
4.1.12 Above sports facilities and maximum number of users to be adjusted according to the development of sports activities at UM, such adjustments must be approved by the Director of OSA before implementation.

		Court 3: 4 Pax.
Table Tennis Room	Table Tennis Practice	4 Pax./Table
Outdoor Sports Facilities		
Archery Range	Archery Practice	7 Pax.
Beach Court	Beach Volleyball Practice	4 Pax.
Lawn Bowling Green	Lawn Bowls Practice	20 Pax.
Mini Artificial Turf Soccer Pitch	Soccer Practice	10 Pax.
Tennis Courts	Tennis Practice	4 Pax./Court
Volleyball Court	Volleyball Practice	10 Pax.

4.1.16 Above sports facilities and maximum number of users to be adjusted according to the development of sports activities at UM, such adjustments must be approved by the Director of OSA before implementation.

4.3.1 Any on-the-day venues that are not booked may be used for free with conditions by UM student and staff. Related conditions can be found on OSA SFM website. However, advanced bookings are subject to venue charges.

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1. Update wording.

6.1. The University has the right to cancel any approved reservation of the venues due to exceptional circumstances such as typhoon, rainstorm etc. Sports facilities users will need to contact the UM Sports Complex Main Entrance Service Counter or OSA within 14 calendar days upon cancellation to reschedule the reservation of the venue.

6.9. 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. The eligible sports facilities user who made the booking must be one of the venue users.

6.11. Marking of lines is prohibited. To protect the wooden floors in the sports facilities, user must be responsible for laying and removing the floor mat and bear related costs when conducting other special activities.

6.14. 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.

6.19. 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.

6.1. The University has the right to cancel any approved reservation of the venues due to exceptional circumstances such as typhoon, rainstorm etc. Sports facilities **bookers** will need to contact the UM Sports Complex Main Entrance Service Counter or OSA within 14 calendar days upon cancellation to reschedule the **booking** of the venue.

6.9. **The booker of individual booking must be one of the venue users, it is strictly prohibited to use others' identity, or else usage is not allowed. The responsible personnel of group booking shall verify at the Main Entrance Service Counter in order to claim the venue.**

6.11. Marking of lines is prohibited. To protect the floors in the sports facilities, user must be responsible for laying and removing the floor mat **or other protective materials** and bear related costs when conducting other special activities **that may damage the surface of the floor.**

6.14. 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, **property loss** or theft.

6.19. Photo-taking, **audio and** video recording are **strictly** prohibited in the changing rooms, restrooms, **saunas**, locker area, Swimming Pool, and Fitness Room for the purpose of privacy of other users.

6.23. Boys of 2 years old or above are not allowed in the female changing rooms and restrooms and the same

1. Highlighted that responsible person of group booking must approach Main Entrance Service Counter to verify the booking.

2. Emphasize the responsibility for laying and removing protective materials when carrying out activities that may damage the floor surface.

<p>6.23. 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.</p> <p>6.25. 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.</p> <p>6.26. The UM management reserves the right to modify or amend Sports Facilities Rules when necessary.</p>	<p>guideline applies to girls of 2 years old or above in male changing rooms and restrooms.</p> <p>6.25. OSA staff and the staff-on-duty have the authority to dismiss any persons who do not observe Sports Facilities Guidelines. Non-compliance with these guidelines may result in users being suspended from using the sports facilities temporarily or permanently.</p> <p>6.26. UM reserves the right to interpret the contents of Sports Facilities Guidelines. In the event of any discrepancy between the Chinese and English texts, the interpretation in the Chinese text shall prevail.</p> <p>6.27. UM reserves the right to modify or amend Sports Facilities Guidelines when necessary.</p>	
<p>7. Sports Facilities Rules</p> <p>7.1.4. Users wearing makeup including sunscreen must clean well before entering the swimming pool.</p> <p>7.1.5. Users must pass through the shower and foot bath before entering the swimming pool.</p> <p>7.1.6. Use of starting blocks is restricted to official competitions or approval from OSA only.</p> <p>7.1.7. 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>7.1.8. Children under 3 years old must wear swimming diapers before entering the swimming pool.</p> <p>7.1.9. Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.</p> <p>7.1.10. Diving is strictly prohibited.</p> <p>7.1.11. It is strictly prohibited to use water guns, play ball games, water fighting games, run around on the pool deck, horseplay, splashing of pool water and diving competitions in the swimming pool area, or conduct any activities that may cause danger, physical injury to others or damage the integrity of other user's property.</p> <p>7.1.12. Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises at all time.</p>	<p>7. Sports Facilities Guidelines</p> <p>7.1.4. Unauthorized teaching or training is strictly prohibited at UM Swimming Pool. If there is any suspicion of illegal use, OSA Staff or staff-on-duty will handle according to the internal regulations, reserves the right to suspend the user from using the pool, and will invite the user to leave the venue. OSA reserves the right to terminate the user's rights on long-term or permanent basis, in accordance with the severity of the infringement, if the user repeatedly violates the guidelines or refuses to comply with it.</p> <p>7.1.5. Users wearing makeup including sunscreen must clean well before entering the swimming pool.</p> <p>7.1.6. Users must pass through the shower and foot bath before entering the swimming pool.</p> <p>7.1.7. Use of starting blocks is restricted to official competitions or approval from OSA only.</p> <p>7.1.8. 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>7.1.9. Children under 3 years old must wear swimming diapers before entering the swimming pool.</p> <p>7.1.10. Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.</p> <p>7.1.11. Underwater diving activities, diving competitions in the pool, or the use of diving, snorkeling or swimming training equipment that may affect other swimmers, including the use of snorkels, fins, and flippers, are restricted to official competitions or approval from OSA only.</p> <p>7.1.12. Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises, as well as jump, dive, play ball games, use water guns, water fighting games, run around on the pool deck, horseplay and splash of pool water in the swimming pool area, or conduct any activities that may cause danger, physical injury to others or damage the integrity of other user's property are restricted to official competitions or approval from OSA only.</p>	<p>1. Emphasize that swimming teaching or training is strictly prohibited, and list the relevant handling procedures.</p> <p>2. List the activities and equipment that are strictly prohibited in the swimming pool, except for official competitions or approved by OSA.</p>
<p>7.8.3. The facility is not meant for undertaking any hair or facial treatments.</p>	<p>7.8.3. The facility is not meant for undertaking any hair or facial treatments, or for drying of clothes, towels, shoes or other items.</p> <p>7.8.4. Photo-taking, audio and video recording are strictly prohibited inside the Sauna Rooms.</p>	<p>1. Added other items that are strictly prohibited to perform inside the sauna room.</p>