The University of Macau

Sports Facilities Rules

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.

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.

I GENERAL INFORMATION

| 1. Spor | rts facilities | p.3 |
|---------|-----------------------------------|---------|
| 2. Elig | ible users | p.3 - 5 |
| 3. Prio | rity use of the sports facilities | p.6 |
| 4. Ope | ning hours | p.6 - 7 |
| 5. Boo | king procedures | p.7 - 8 |
| 6. Ven | ue charges | p.8 |

II GENERAL GUIDELINES

| 1. Proper use of sports facilities | p.8 - 9 |
|---|-----------|
| 2. User responsibilities | p.9 - 10 |
| 3. Attire and footwear | p.10 - 11 |
| 4. Food, Beverage, Smoking, and Drugs | p.11 |
| 5. Audio-Visual Equipment | p.11 |
| 6. Injuries | p.11 |
| 7. Changing Rooms and Restrooms | p.12 |
| 8. Lockers | p.12 |
| 9. Lost and Found | p.12 |
| 10. Damages and malfunction of facilities | p.13 |
| 11. Adverse weather | p.13 |
| 12. Emergency procedures | p.13 |
| 13. Misconduct | p.13 - 14 |
| 14. Revision of rules | p.14 |

III SPORTS FACILITIES RULES

| 1. | Swimming Pool | p.15 - 16 |
|----|---------------|-----------|
| 2. | UM Stadium | p.16 - 17 |
| 3. | Fitness Room | p.17 - 19 |

| 4. | Sport Climbing Wall and Bouldering Wall | p.19 - 20 |
|----|---|-----------|
| 5. | Lawn Bowling Green | p.20 |
| 6. | Archery Range | p.21 - 22 |
| 7. | Soccer Pitches | p.22 |
| 8. | Saunas | p.22 - 23 |
| 9. | Spectators' Gallery | p.23 |

I. GENERAL INFORMATION

1. Sports facilities

The University of Macau includes the following sports facilities:

- 1.1 Indoor Sports Facilities UM Sports Complex
 - 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

1.2 Outdoor Sports Facilities

- 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

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 | UM Campus Card |
| | students, Post-graduate students, | |
| | Exchange students | |
| ii. | Regular staff, | UM Campus Card |
| | Non-regular full-time staff including | |
| | Fixed Term-Staff, Visiting Professors | |
| | (have employer/employee | |
| | relationship with UM) | |
| iii. | Non-regular non full-time staff | UM Sports Facilities User Card |
| | including Service Contract Holder, | |
| | Adjunct Professors | |
| iv. | Immediate Family Members of | UM Sports Facilities User Card |
| | Regular staff / Non-regular full-time | |
| | staff | |
| 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 Card. (Note: Active members of UM Alumni Association(s) may have certain waivers on the annual subscription via Alumni and Development Office.)

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

3. Priority use of the sports facilities

Use of the sports facilities are prioritised as follows:

- 3.1 University of Macau (UM) :
 - 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
- 3.2 Others, as approved by Director of OSA.

4. Opening hours

- 4.1 All sports facilities are open from Monday to Sunday except the following holidays:
 - 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
- 4.2 Facilities opening hours:
 - i. UM Sports Complex: 07:00 to 23:00
 - ii. UM Stadium: 07:00 to 23:00
 - 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

- iv. Outdoor sports facilities: 08:00 to 22:00
- 4.3 Users must vacate the facilities at closing time.
- 4.4 The OSA follows the rules and regulations established for the University of Macau to respond to typhoon and/or rainstorm warnings.
- 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.

5. Booking procedures

- 5.1 Individual use of the venues may be booked via the On-line Booking System at https://isw.umac.mo/cdweb.
 - 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.
 - 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.
 - iii. No refund is allowed once a booking order is confirmed.
 - iv. Substitution of venues is not permitted unless approved by Director of OSA.
 - 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.
 - vi. Venues may be booked more than 7 calendar days in advance only in writing, and must be approved by the Director of OSA.

- 5.2 UM organized groups may apply for group booking.
 - i. Group booking refers to an organized group in the UM Community such as student organizations, staff sports club, and academic/administration units.
 - ii. All group bookings must be made two weeks in advance but not earlier than three months with OSA.

6. Venue charges

- 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.
- 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.
- 6.3 Where applicable, all charges must be collected and are non-refundable, unless the Director of OSA instructs otherwise.

II GENERAL GUIDELINES

1. Proper use of sports facilities

- 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 & | Basketball, volleyball, korfball, handball, |
|------|-------------------|--|
| | Training Hall | 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 |
| х. | Dance and | Dances, floor exercises, judo, karate, |
| | Multi-Purpose | taekwondo, fencing, kickboxing, etc. Bare |
| | Rooms | feet are allowed in some sports above. |
| xi. | Activity Room | Floor exercise, yoga, stretching, Pilates, |
| | | dancing |
| xii. | Sport Climbing Wall | Sport Climbing Wall and Bouldering Wall |
| | and Bouldering Wall | activities with supervision by professionals |
| | | recognised by Director of OSA. |
| xiii. | Archery range | Archery with bows and arrows with |
| | | supervision by professionals recognised by |
| | | Director of OSA. |
| xiv. | Lawn Bowling | Lawn Bowls |
| | Green | |
| 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

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 issued.
- 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.

12. Emergency procedures

- 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.
- 12.2 In the event of a power outage, the use of facilities will not be allowed.
- 12.3 Do not attempt to use elevators in an emergency situation. Exit through the nearest available exit.
- 12.4 Please contact OSA staff-on-duty in case of an injury or an accident.

13. Misconduct

- 13.1 When using the sports facilities, the following activities are prohibited:
 - 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.
- 13.2 Members of OSA staff have the authority to dismiss any persons who do not observe sports facilities guidelines and rules.
- 13.3 Users are required to accept the interpretation of the stated rules and decisions made by OSA.
- 13.4 Non-compliance with these rules may result in users being suspended from using the sports facilities temporarily or permanently.

14. Revision of rules

- 14.1 The Rector, and/or his delegate(s), reserve(s) the right to interpret, modify or supplement these rules.
- 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.

III SPORTS FACILITIES RULES

1. Swimming Pool

- 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.
- 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.
- 1.3 Shoes are not allowed in the pool deck area except for clean and unsoiled rubber sandals (flip-flops).
- 1.4 Use of starting blocks is restricted to official competitions or approval from OSA only.
- 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.
- 1.6 Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.
- 1.7 If required, children must wear swim diapers under appropriate swimming wear.
- 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.
- 1.9 Diving is strictly prohibited.

- 1.10 Horseplay, running around on the pool deck, splashing of pool water, water fighting, breath-holding contests, and shouting are prohibited.
- 1.11 Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises at all time.
- 1.12 Contaminating the pool and the premises is prohibited.
- 1.13 For swimmers' safety, glass containers are prohibited on the premises.
- 1.14 Maximum capacity for the swimming pool is 200 at one time.
- 1.15 Swimmers should always shower before entering the pool.
- 1.16 Swimmers must use pool ladders when getting in or out of the pool.
- 1.17 No one under the influence of alcohol and/or drugs is permitted on the premises.

2. UM Stadium

- 2.1 All track and field activities at the UM Stadium must be authorised by OSA of the University.
- 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.
- 2.3 Except for physical education classes, no more than one event at a time are allowed on the field unless approved by OSA.
- 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.

- 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.
- 2.6 Unauthorised line marking or use of corner flags or other objects is not permitted.
- 2.7 All people must vacate the venues when activities are finished. Loitering around the venues, including the spectator's gallery, is not permitted.
- 2.8 Without special approval, food and beverages, (including spectator's gallery) are not permitted.
- 2.9 Animals are not allowed inside the UM Stadium premises.

3. Fitness Room

- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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.
- 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.
- 3.9 All equipment is to be returned to appropriate storage locations after use.
- 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.
- 3.11 Weights are not to be propped against the walls, pillars, or mirrors due to the risk of damage or injury.
- 3.12 Personal belongings may not be left or stored in activity areas.
- 3.13 Participants shall use extreme caution in using equipment and weights to avoid potential injury to themselves or others.

- 3.14 Utilisation of collars in free weight lifting is recommended.
- 3.15 All concerns and maintenance needs should be informed to the staff-on-duty.
- 3.16 There is a 30-minute limit per individual for using cardiovascular equipment when others are waiting.
- 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.
- 3.18 Clean all machines and benches after using.
- 3.19 The Fitness Room is not continuously supervised. Please exercise at your own risk.
- 3.20 A maximum of 30 users at one time is allowed in the Fitness Room.

4. Sport Climbing Wall and Bouldering Wall

- 4.1 Sport Climbing Wall and Bouldering Wall activities are required to be under the supervision by professionals being recognised by Director of OSA.
- 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.
- 4.3 For group use of the Sport Climbing Wall, any user not holding a recognised 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.

- 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.
 - vi. Participants should not shoot without arrows.

vii. People other than the participants in the activity must stay outside the archery range.

- 7. Soccer Pitches (including natural grass and artificial turf)
- 7.1 Users must wear proper footwear. Rollerblades and metal cleats are prohibited at all times.
- 7.2 Appropriate clothing must be worn at all times.
- 7.3 Painting and marking the field with tapes are prohibited.
- 7.4 Animals are prohibited on the sports venues.

8. Saunas

- 8.1 Consult your doctor before using the facility.
- 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.
- 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.
- 8.4 Video filming, sound recording and photo-taking, etc. are not allowed inside the sauna.
- 8.5 The facility is not meant for undertaking any hair or facial treatments.
- 8.6 Ideal time limit for using the sauna is between 3 to 15 minutes, the maximum. Excessive exposure is hazardous.
- 8.7 Swimming wear or towels must be used inside the sauna.
- 8.8 Use of the heat generator to dry off personal clothing, towels, shoes,

and other materials is not permitted inside the sauna.

8.9 Performing exercises inside the sauna is prohibited.

9. Spectators' Gallery

- 9.1 Appropriate clothing must be worn at all times. Clothing that displays offensive meaning is prohibited.
- 9.2 Without prior approval, noise makers such as air horns, poppers, and others are prohibited.
- 9.3 Playing area is off limits to spectators who should remain in the spectators' gallery.
- 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.
- 9.5 Without prior approval, food and beverage are prohibited in the spectators' gallery.
- 9.6 Spectators who appear to be hyper-excited may be asked to leave the premises.