

# The University of Macau Sports Facilities Rules

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*Associate responsible units: CMDO, ADO, FO-TRE*

*Keywords: booking, rules, sports facilities, typhoon, venue*

*Remarks: Trimmed down the document, summarized and removed duplicated rules.*

## 1. Objective

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.

## 2. Sport Facilities Information

### 2.1. Sport Facilities

Venue	Usage
<b>Indoor Sports Facilities – UM Sports Complex (N8)</b>	
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, Tchoukball, Volleyball
Table Tennis Room	Table Tennis
Swimming Pool	Swimming

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<b>Outdoor Sports Facilities</b>	
Archery Range	Archery
Basketball Courts	Basketball
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.

### 3. Eligible Users

#### 3.1. Details of Eligible Users

<b>Eligible Users</b>	<b>Identification</b>
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	UM Sports Facilities User Card
	UM Fitness Card
Professor Emeritus	UM Professor Emeritus Card
Retired Staff	UM Retired Staff Card

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- 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.

#### 4. Booking Procedures & Venue Charges

##### 4.1 Individual Booking

- 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.
- 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.
- 4.1.3 All eligible users may book a maximum of 2 hours per day for any available venues.
- 4.1.4 No refund is allowed once a booking order is confirmed.
- 4.1.5 Substitution of booked venues is not permitted unless approved by Director of OSA.
- 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.
- 4.1.7 Venues may be booked more than 7 calendar days in advance only in writing, and approved by the Director of OSA.

##### 4.2 Group Booking

- 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.

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4.2.2 All group bookings must be made two weeks in advance but not earlier than three months with OSA.

### 4.3 Venue Charges

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.

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.

4.3.3 Where applicable, all charges must be collected and are non-refundable, unless approval granted by the Director of OSA.

## 5. Priority Use of The Sports Facilities

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:

- i. University-wide activities
- ii. UM Physical Education courses
- iii. UM Sports Teams trainings and competitions
- iv. Others as approved by Director of OSA

## 6. General Guideline

- 6.1. The University has the right to cancel any approved reservation of the venues due to exceptional 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.

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- 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; the University reserves the right to take legal action.
  - 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 the reserved time, and must vacate the venues on or before the end of 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

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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. 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.

## 7. Sports Facilities Rules

### 7.1. Swimming Pool

- 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.
- 7.1.2. Swimmers must wear proper swimming wear and swim caps. Shorts, t-shirts and underwear are not considered swimming wear.
- 7.1.3. Shoes are not allowed in the pool deck area except for clean and unsoiled rubber sandals (flip-flops).
- 7.1.4. Use of starting blocks is restricted to official competitions or approval from

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OSA only.

- 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.
- 7.1.6. Access to the swimming pool area may be refused to persons appearing to have skin diseases, infections, colds, and open wounds.
- 7.1.7. Diving is strictly prohibited.
- 7.1.8. Horseplay, running around on the pool deck, splashing of pool water, water fighting, breath-holding contests, and shouting are prohibited.
- 7.1.9. Large-size floating devices such as inflatable beds or similar items are strictly prohibited on the premises at all time.
- 7.1.10. Contaminating the pool and the premises is prohibited.

### 7.2. UM Stadium

- 7.2.1. All track and field activities at the UM Stadium must be authorized by OSA.
- 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.
- 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.
- 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.
- 7.2.5. Unauthorized line marking or use of corner flags or other objects is not permitted.

### 7.3. Fitness Room

- 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.
- 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.

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### 7.4. Sport Climbing Wall and Bouldering Wall

- 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.
- 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.
- 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.
- 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.
- 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.

### 7.5. Lawn Bowling Green

- 7.5.1. Users must wear unsoiled, smooth-soled, and heel-less footwear while staying on the green.
- 7.5.2. Users should not drop or dump the bowl on the surface of the green.
- 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.

### 7.6. Archery Range

- 7.6.1. Instructors must have valid certificates recognized and issued by the relevant national sports association (NSA).
- 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.
- 7.6.3. For group booking, a maximum ratio of 1:20 between coach and users is



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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.

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.

### 7.7. Soccer Pitch (including natural grass and artificial turf)

7.7.1. Users must wear proper footwear. Rollerblades and metal cleats are prohibited at all times.

7.7.2. Painting and marking the field with tapes are prohibited.

### 7.8. Saunas

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.

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.

7.8.3. The facility is not meant for undertaking any hair or facial treatments.