

**Leisure and Cultural Services Department Water Sports Centres
Users' Guide**

Note: The Users' Guide should be read by craft hirers, participants of water sports programmes, as well as applicants of and participants in package programmes.

I. Water Sports Activities

1. Water sports activity sessions are between 9:00 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Since activities may be suspended at any time due to changes in weather or other special circumstances, users should familiarise themselves with the following flag signals and always pay attention to the flag(s) hoisted in the centres ;
 - Windsock : The centre is open.
 - N flag : The current session of water sports activities is coming to an end or the next session has yet to begin.
 - Yellow flag : The weather is worsening or there is potential danger in offshore waters. All water sports activities should be carried out in the designated waters near the shore.
 - Red flag : It is dangerous to carry out any water sports activities. All water sports activities should be stopped immediately and participants should return to the centre as soon as possible.
 - Shark flag : Suspected shark sighting reported in nearby waters has been reported. All participants should stop their water sports activities. If you are out at sea, stay on board until the lifeguards or instructors arrive to escort you back to the centre.
2. Except led by instructor, all users must carry out water sports activities within the waters specified by the centres.

II. Hiring of Crafts

3. All craft hirers must hold relevant valid certificates recognised by the centres and produce them to the centre staff for verification at the reception counter when checking in for activities. The certificates will be returned to the hirers when they check out.
4. All craft hirers must return the craft and accessories to the equipment collection counters of the centres upon the end of the hire session. They must pay additional hire charges for late return of craft.
5. All craft hirers must collect the Equipment Collection Forms from the equipment collection counters and return the Forms to the centre staff when they check out at the reception counters.
6. All craft hirers should report the damage and/or lost of craft or accessories to the centre staff at the equipment collection counters or reception counters. The centres reserve the right to claim for the damage from the hirers.

III. Cancellation of Activities

7. If a programme has to be cancelled due to inclement weather or special circumstances (e.g. emergency maintenance of craft/venues, etc.), our staff will notify the participants of the subsequent arrangement as soon as possible. If the programme cannot be re-scheduled or compensatory session(s) cannot be arranged, participants may apply for full / partial refund from the organising centre. Participants should make the application for refund within 30 days after the completion date of the programme. For details, please contact the relevant water sports centres.
8. In case of insufficient enrollment, participants would be notified the cancellation of activities at least 7 days prior to the commencement of activities.
9. The following arrangements will be made in case of inclement weather :

Weather Conditions	The signal or warning below issued by Hong Kong Observatory is in force at 7 am <small>(Remarks)</small>	
Activities	Thunderstorm warning, red rainstorm warning signal, tropical cyclone warning signal No. 1 or strong monsoon signal issued	Black rainstorm warning signal or tropical cyclone warning signal No. 3 or above issued
Craft hiring, fun day, one-day scheduled programmes and package programmes	All activities will be <u>cancelled</u> .	
Scheduled programmes and package programmes that last more than one day	All craft hirers and participants in scheduled programmes (except the scheduled trips of training courses) <u>have</u> to report to the centres. Water activities will be continued subject to the actual weather conditions.	All activities of the day will be <u>cancelled</u> . The remaining programme days will be continued as scheduled if weather is permitted.
Sea trips	All sea trips will be cancelled (including the scheduled trips of training courses).	
Remarks: In case the typhoon signal No. 3 or black rainstorm warning signal is cancelled before 7 am and the venue condition permits, all activities of the day will be held as normal at the Water Sports Centres, including craft hiring, scheduled programmes and package programmes. Participants should consider the actual weather and traffic condition when deciding whether or not to attend the activity.		

- 10(a). "High" health risk category (Air Quality Health Index (AQHI) of 7): Activities will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly are advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas with heavy traffic. Participants with existing heart or respiratory illnesses should also seek advice from a medical doctor before participating in sports activities and take more breaks during physical activities. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.
- 10(b). "Very High" health risk category (Air Quality Health Index (AQHI) of 8-10): Activities will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic. The general public is advised to reduce outdoor physical exertion, and to reduce the time of their stay outdoors, especially in areas with heavy traffic. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.
- 10(c). "Serious" health risk category (Air Quality Health Index (AQHI) Exceeding 10): Activities will be held as scheduled. Environmental Protection Department advises those with existing heart or respiratory illnesses (such as coronary heart disease and other cardiovascular diseases, asthma and chronic obstructive airways diseases including chronic bronchitis and emphysema), children and the elderly to avoid outdoor physical exertion, and to avoid staying outdoors, especially in areas with heavy traffic. The general public is advised to reduce to the minimum outdoor physical exertion, and to reduce to the minimum the time of their stay outdoors, especially in areas with heavy traffic. As the health effects on individuals may vary, participants should seek advice from a medical doctor if they are in doubt or feel uncomfortable.
- 11(a) Cold Weather Warning
Activities will be held as scheduled. Participants are advised to put on warm clothes in avoiding adverse health effects due to the cold weather. Avoid prolonged exposure to wintry winds.
- 11(b) Very Hot Weather Warning
Activities will be held as scheduled. Participants are advised to drink plenty of water and avoid over exertion. If not feeling well, take a rest in the shade or a cooler place as soon as possible. Avoid prolonged exposure under sunlight. Loose clothing, suitable hats and UV-blocking sunglasses can reduce the chance of sunburn by solar ultraviolet radiation. Use a sunscreen lotion of SPF 15 or above, and re-apply it frequently.

IV. Craft and Equipment

12. When taking part in water activities, craft hirers and programme participants should wear suitable clothing and gear (such as swimming suits, swimming trunks, spectacle bands, sun caps, water-proof whistle, light, fit, breathable long-sleeved clothes); and toe and heel-protected rubber shoes suitable for water sports (slippers or sandals are not allowed), and life jackets or buoyancy aids provided by the centres.
13. All craft hirers and programme participants are advised to bring their personal cleaning supplies and spare clothes.
14. All craft hirers and programme participants must wash the wet suits provided by the centres and return them to the collection place after use.
15. The centres will stop the craft users and programme participants to taking part in water activities if they do not use the craft and gears of the centres properly.

V. Catering

16. The centres provide only soft drink vending machines (please bring coins and own food).
17. All sea trip participants should bring along waterproof bag or barrel for storage of food and equipment.

VI. Locker

18. The following types of lockers are available in the centres. Locker users should read the instruction displayed in the lockers when using the lockers, and do not leave behind the coins after using the coin-operated lockers.

Chong Hing, The Jockey Club Wong Shek and Tai Mei Tuk : \$5 coin-operated lockers with padlock hasp
Stanley Main Beach, St. Stephen's Beach : key-operated lockers with padlock hasp (keys issued at the reception counter)

19. Locker users should clear the lockers before leaving the centres.

VII. Transportation

20. Chong Hing
 - Participants in water sports training courses: Scheduled shuttle bus is provided to the water sports programme participants from Sai Kung Tang Shiu Kin Sports Ground to the Centre. The bus will depart at 8:30 am and return at 4:45pm sharp in normal circumstance. As and when necessary, the Centre has the right to change the aforementioned shuttle bus schedule and notify the participants in advance.
(Note: The above course participants have priority in use of the shuttle bus service. Individual craft hirers may also be allowed to use the services upon seat available & applying for campers at the Centre's discretion.)
 - Take a taxi at Sai Kung Town or Pak Tam Chung; or
 - Take any of the following buses, alight at Pak Tam Chung and walk along Man Yee Road for 75 minutes:
 - ^ Bus no. 94 (Sai Kung to Wong Shek Pier)
 - ^ Bus no. 96R (Diamond Hill MTR Station to Wong Shek Pier) (only available on Saturday, Sundays and public holidays)
 - ^ Bus no. 289R (Shatin Central to Wong Shek Pier) (only available on Saturday, Sundays and public holidays)(Note: Bus routes and service hours are subject to announcements by the relevant bus company.)
21. Stanley Main Beach
 - Take any of the following buses, alight at Stanley Village and walk for 5 minutes:
 - Bus no. 14 (Sai Wan Ho to Stanley Fort) (buses depart about every 20 minutes)
 - Bus no. 63/65 (North Point Ferry Pier to Stanley Market)
 - Bus no. 6/6X/260 (Exchange Square, Central to Stanley Market)
 - Bus no. 73 (Cyberport to Stanley Market)
 - Bus no. 973 (Tsim Sha Tsui (Mody Road) to Stanley Market)
22. St. Stephen's Beach
 - Take any of the following buses, alight at Wong Ma Kok Path and walk for 3 minutes:
 - Bus no. 14 (Sai Wan Ho to Stanley Fort) (buses depart about every 20 minutes)
 - Bus no. 6A (Exchange Square, Central to Stanley Fort) (No service on Sunday and public holidays)
 - Take any of the following buses, alight at Stanley Village and walk for 10 minutes:
 - Bus no. 63/65 (North Point Ferry Pier to Stanley Market)
 - Bus no. 6/6X/260 (Exchange Square, Central to Stanley Market)
23. Tai Mei Tuk
 - Take the following bus or light bus, alight at Tai Mei Tuk Terminal and walk for 5 minutes:
 - Bus no. 75K (Tai Po Market MTR Station to Tai Mei Tuk) (buses depart about every 35 minutes)
 - Green minibus no. 20C (Tai Po Market MTR Station to Tai Mei Tuk) (the journey takes about 30 minutes)
 - Take the following bus, alight at Lung Mei and walk for 8 minutes:
 - Bus no. 275R (Tai Po Market MTR Station to Wu Kau Tang) (only available on Sundays and public holidays)
24. The Jockey Club Wong Shek
 - Take any of the following buses, alight at Wong Shek Pier and walk for 1 minute:
 - Bus no. 94 (Sai Kung to Wong Shek Pier)
 - Bus no. 96R (Diamond Hill MTR Station to Wong Shek Pier) (only available on Saturday, Sundays and public holidays)
 - Bus no. 289R (Shatin Central to Wong Shek Pier) (only available on Saturday, Sundays and public holidays)

(Note: No parking space is available for craft hirers and programme participants at the centres.)

VIII. Others

25. All craft hirers and programme participants should bring along the screenshot of the SmartPLAY system indicating enrolment in the programmes / the confirmation notification / the receipt, activity log books, recognised qualifications, completed relevant declaration by the members' parents/ guardians via SmartPLAY system and original copy of identity documents used for enrollment for verification by the centre staff / instructors on activity day: Hong Kong residents should produce their Hong Kong Identity Cards (Birth Certificates / Documents of Identity for Visa Purposes also acceptable for children aged below 11). Children aged 14 or below may produce a copy of their identity documents. The original of a valid photograph-bearing student handbook / card should also be produced if their identity documents supplied do not bear a photograph. Persons without Hong Kong Identity Cards should produce their valid travel documents (such as Passports, Exit-Entry Permits for Travelling to and from Hong Kong and Macao). Otherwise, they will not be allowed to take part in water sports activities. Participants enrolled at concessionary rate shall produce the original copy(ies) of documentary proof of their entitlement to the concession for the instructor's inspection in the first lesson of an enrolled course. Those who fail to do so will be required to pay the difference between the full fee and the concessionary fee.
26. All craft hirers and programme participants must complete the Participant's Declaration Form via the SmartPLAY system in the activity day. The parents/guardian or authorised persons of the participants under the age of 18 will be notified by the SmartPLAY system on the day before activity to confirm have a declaration signed on their behalf via the SmartPLAY system. Otherwise, they will not be allowed to take part in water activities. Children aged below 14 cannot be the applicants for craft hiring. Children aged between 8 to 13 can use the hired craft if they are accompanied by their parents/guardians or persons authorised by their parents/guardians on a one-to-one basis and the parents/guardians will get afloat for the same type of water sports activity with the children and be the applicants for craft hiring.
27. If any craft hirer intends to record the hours of water activities of the day in his/her activity log book, he/she should make such a request with the centre staff upon check-out. Late requests will not be accepted.
28. Programme participants should arrive at the centres on time and report to the respective programme instructors sharp in the activity day. The responsible instructors and meeting points are obtainable from the notice boards of the centres.
29. Participants of the training programmes of water sports centres are required to produce the original copies of valid qualifications and activity log books in the first lessons for inspection by the Department's staff / coaches, as proof that they have obtained the certificates / qualifications and gained the required hours of navigation before balloting. In case of non-compliance, the participants and their accompanying carers will be disqualified from the training programmes in question, and the fees will not be refunded. Those disqualified must not participate again in the programmes by means of on-the-spot enrolment. In case of no on-the-spot applicants, the centres may, at their discretion, allow the disqualified participants to attend the rest of the programmes, provided that it does not

- cause disruption to the normal operation of the programmes.
30. Programme participants may complete the procedures for withdrawal from a programme via My SmartPLAY app, the SmartPLAY webpage or smart self-service stations. Those wishing to withdraw from a programme within seven days before the first session must submit additional documents for consideration by the officer-in-charge of the activity. Only upon approval may they proceed with the procedures for withdrawal.
31. “On-the-spot enrolment” arrangement (Only applicable to the activities conducted at water sports centres)
- If enrolled participants cannot attend the programme or are absent or late for 30 minutes or more on the first day** of the activity, their places will be allocated to on-the-spot stand-by applicants on a first-come-first-served basis.
- Remarks: (i) Participants of multiple-day programme who cannot arrive within 30 minutes or have to be absent on the first activity day** shall submit a written application for being late or absent on the first activity day to the concerned centre at least two working days prior to the commencement of the programme. The on-the-spot enrolment arrangement will not be applicable if such an application is made.
- (ii) For (i) above, a participant may apply for being late or absent on the first activity day at most once in every 90 days in a centre.
- (iii) The venue manager/duty officer in-charge may cancel or suspend the on-the-spot enrolment arrangement at any time for operational reasons or due to special circumstances nearby.
- (iv) In case there are no on-the-spot applicants to fill the relevant places, the concerned centre, subject to no interruption to the activity, may consider allowing participants who are late for 30 minutes or more to take part in the rest of the programme.
- **The date of activity is subject to the latest announcement on My SmartPLAY app, the SmartPLAY webpage or smart self-service stations.
32. In case of sickness or the craft hirers and programme participants do not feel well during the activities, they should stop the activities immediately and call for assistance from the instructors or any other persons nearby right away.
33. Unless under special circumstances, no application for refund, change of programme or making substitution is allowed after the programme enrollment/craft is booked.
34. Telephone enquiry no. : 2792 6810 Chong Hing Water Sports Centre 2665 3591 Tai Mei Tuk Water Sports Centre
 2813 9117 Stanley Main Beach Water Sports Centre 2328 2311 The Jockey Club Wong Shek Water Sports Centre
 2813 5407 St. Stephen’s Beach Water Sports Centre
35. Telephone enquiry hours : 9:00 a.m. to 5:00 p.m., except the following close day of the centres:
- Chong Hing – every Thursdays;
 - Stanley Main Beach & Tai Mei Tuk – every Wednesdays;
 - St. Stephen’s Beach & The Jockey Club Wong Shek – every Tuesdays
36. If there is any amendment to the above information, the final decision of the centres shall prevail.