

賽馬會香港足球總會足球訓練中心使用守則
Jockey Club HKFA Football Training Centre (FTC) Rules and Regulations

概要 Overview

1. 所有租用人，使用者及訪客必須遵從本使用守則，及本中心職員所提供之指引。
All hirers, users and visitors must comply with these Rules and Regulations and any direction given by the FTC staff.
2. 如任何人士不遵守本使用守則，本中心職員可拒絕讓其使用有關設施，及將其驅逐離開本中心。在這種情況下，有關租用會被自動取消，已繳費用將會被沒收。
FTC may refuse or remove any person from using the facilities if he (she) is in breach of this Rules and Regulations. In such case, the related booking will be cancelled automatically and the fees will be forfeited.

有關租用場地之守則 Rules and regulations regarding booking

3. 除非預先獲得本中心的營運經理批准，否則場地設施只可用作其指定用途。申請人如有意使用場地設施進行其他活動，必須在租用設施前徵詢本中心營運經理的意見，並獲得其同意。
The booked facilities should only be used for the designated function of the facilities, unless prior approval of the FTC Operations Manager has been received. If any applicant plans to use the facility for other purpose, the applicant should seek advice and agreement from FTC Operations Manager before booking.
4. 在一般情況下，如租用人申請更改已作實的租用時間，將被視作為取消原先的租用，已繳費用亦會被沒收。
Under normal circumstances, application from a hirer to transfer a confirmed booking to a different session will be deemed to be a cancellation and the fees paid will be forfeited.

5. 已發出的「使用場地確認書」不得轉讓。場地租用人必須於其租用之時段在場。使用設施前，租用人必須在登記櫃檯出示有效的「使用場地確認書」，以及申請租用設施時用作登記的身份證明文件正本，以供查核和登記。如證實租用人違規轉讓「使用場地確認書」，本中心可暫停其租用設施之資格。

The booking approval letter is not transferable. The hirer must present during the booked sessions. The hirer must show: 1. The valid booking approval letter 2. His (Her) original copy of identity document used during application, for verification and registration at the check-in counter before using the facilities. If any hirer is found to engage in the unauthorized transfer of booking approval letter, his (her) facilities booking right will be suspended.

6. 在租用時段內，如本中心職員要求，租用人必須出示其身份證明文件以供查核。

The hirer must provide his (her) identity document as and when required for checking upon requested by the FTC staff during the booked session.

7. 如租用設施的團體沒有用場而又未能提供合理解釋，本中心保留日後拒絕該團體租用申請的權利。

If an organization does not present for its booked session and unable to provide a satisfactory explanation, FTC may reserve the right to refuse its further booking application.

8. 本中心可保留下列權利，包括：拒絕或取消任何租用安排而無需事先通知申請人或租用人；限制進入場地的使用者及觀眾的人數；以任何理由拒絕到訪者進場；以及加入其他有關使用本中心守則。

FTC reserves the right to reject or cancel any booking without prior notice to the applicant or hirer; to restrict the number of users and spectators entering the venue; to refuse entry of any persons by any reasons; and impose further conditions for the usage of the FTC.

9. 在天文台發出「八號烈風或暴風信號」(或以上)，或「黑色暴雨警告信號」後，本中心會停止服務。

FTC will be closed during the issue of “No. 8 Gale Or Storm Signal” (or above) or “Black Rainstorm Signal”.

10. 如本中心五公里範圍內錄得雲對地閃電記錄，室外場地設施會暫停開放，直至本中心職員認為相關設施能夠安全開放予到場人士為止。

Outdoor facilities of FTC will be closed when there is cloud-to-ground lightning recorded in the 5 km radius around the FTC, until the facilities are safe enough to open to visitors in the opinion of FTC staff.

11. 本中心職員亦可以根據安全理由或營運需要而酌情決定暫停開放或關閉有關設施。

FTC staff may exercise discretion to close the facilities when, in his (her) opinion, the facilities are unsuitable for use from a safety or operational point of view.

12. 如本中心職員根據本使用守則的第 9 至 11 條，基於惡劣天氣或任何無法預知的情況而取消已作實的設施租用，租用人必須在 15 天內申請補場或退款。不過，本中心並不能向租用人保證有合適之時段可供其作補場之用，原因包括但不限於需進行已預先安排的維修工程，有關設施當時的租用情況，或任何其他情況。如沒有合適時段可提供作補場之用，本中心會安排退款。

If a confirmed booking has to be cancelled by the FTC staff owing to inclement weather or any unforeseen circumstances in accordance with the condition 9 to 11 of this rules and regulations, the hirer may apply for reallocation or refund of the unused booking within 15 days. However, FTC does not guarantee the availability of any suitable session for reallocation, for reasons including but not limited to scheduled maintenance works, prevailing bookings or other unforeseen circumstances. In such case, a refund of hire charge may be made.

有關使用場地之守則 Rules and regulations regarding usage of facilities

13. 所有車輛，包括私家車，貨車及電單車，都需要停泊在本中心指定之停泊處。除非預先獲得本中心職員的同意，停泊在停泊區域以外的車輛將被上鎖，或從本中心拖走。有關車輛的詳細指引，可參閱「交通和停車場規則指引」。

All vehicles, including cars, motorcycles and vans, should be parked in the designated parking area. Unless prior approved by the FTC staff, any vehicles parked outside these areas may be immobilized or towed from the FTC. For detail rules and regulations of vehicles, please refer to the “Traffic and Car Parking Rules and Regulations”.

14. 所有球員必須穿着合適的服裝和運動鞋，使用合適的器材或保護裝備，以及遵守有關運動或活動的安全規則和條件。

All players must wear appropriate attire, footwear, use appropriate equipment or protective gear as necessary, and observe all safety rules and conditions of the respective sport or activity.

15. 所有場地使用者必須在用場時間結束後離開場地，並歸還所借用及租用之裝備到倉庫。

All users must leave the pitch when their booked session is ended. All equipment borrowed or rented should be returned to the storage area.

16. 除屬於已租用該節天然草地球場之團體成員，否則任何人在任何時間都不可踏入天然草地球場之範圍。

Except the group members of natural turf pitch's hirer, anyone should not enter the area of natural turf pitch at any time.

17. 只有球員及球賽的工作人員可以進入球場範圍。

Only players and officials involved in the fixture are allowed to enter the pitch.

18. 所有租用人，使用者及訪客必須於晚上十一時前離開本中心。晚上十一時後，本中心閘門將會關上。本中心職員沒有義務協助逾時逗留者離開本中心。

All hirers, users and visitors must leave the FTC before 11 p.m. The gates of the FTC will be closed after 11 p.m. There is no obligation for FTC staff to assist overstay persons to leave the FTC.

19. 嚴禁於本中心吸煙（包括電子煙在內）及作出任何形式之明火焚燒。本中心職員將驅逐違反此守則之人士。如有關人士拒絕合作，本中心職員將尋求警方之協助。

Smoking (including electronic cigarette) open burning is prohibited in the FTC. FTC staff will remove any person from the FTC if he (she) is in breach of this regulation. Appropriate assistance will be sought from police officers if those persons are not cooperative with the FTC staff.

20. 嚴禁於本中心使用粗言穢語及作出不檢行為。

The use of foul language and behaving in disorderly manner is prohibited in the FTC.

21. 嚴禁於本中心隨處拋棄垃圾及隨處便溺。
Improper littering and fouling is prohibited in the FTC.
22. 嚴禁於球場範圍內飲食。
Eating and drinking inside the pitch is prohibited.
23. 嚴禁攜帶危險品到本中心。
No dangerous goods and hazardous items can be brought into the FTC.
24. 嚴禁攜帶動物 (導盲犬除外) 到本中心。
Bringing any animal (except guiding dogs) is not allowed in the FTC.
25. 嚴禁在本中心飲用玻璃樽裝飲品。
Drinks with glass bottle is prohibited in the FTC.
26. 未經本中心職員批准，嚴禁在本中心內掛上或張貼任何橫幅，旗幟，傳單或宣傳品。
No banners, buntings, flyers or publicity materials may be displayed in the FTC without the permission of FTC staff.
27. 除非獲得本中心職員之許可，否則本中心場地內嚴禁拍攝。另外，拍攝者在未經許可下禁止使用閃光燈拍攝，以免影響場內球員。
Unless it is authorized by FTC staff, photo taking and video recording is not permitted in the FTC. Besides, the use of flash light is prohibited unless authorized to avoid distraction to the field's players.
28. 未經本中心職員批准，任何人士不可在本中心內派發宣傳品，紀念品或贈品。
No promotional materials, souvenirs or give-away items may be distributed at FTC without the permission of FTC staff.
29. 未經相關法定部門許可及本中心職員的同意，任何人不可在本中心的空域操作無人駕駛飛機。
No operation of unmanned aircraft systems (UAS, also known as "drones") within the airspace of the FTC is allowed unless the operator has obtained prior approval from the relevant approving authority and FTC staff.

30. 如遇上任何人士受傷，或發現設施遭到損壞，必須即時向本中心職員報告。
Any injury cases, as well as damage to the facility, must be reported to the FTC staff immediately.
31. 使用者需在本中心所有範圍內保持合適的衣著。
Users are required to wear appropriate clothing in our center.
32. 所有租用人如需使用擴音器均需先向本中心申請，即使得到批核本中心亦有權按實際情況中止租用人使用該等器材。
Users should make application to our centre in advance for use of loudspeakers during use of facilities including pitches and rooms. The Center has the right to stop the use of such equipment based on actual circumstances.
33. 所有租用人如在使用過程中移動本中心的設施（如：龍門）必須在交還場地前將該設施放回原來位置。
User should return the facilities (such as goals) to its original location after using the venue including pitches and rooms.

有關租用人責任之守則 Rules and regulations regarding hirer's responsibilities

34. 如本中心之設施或裝備在租用時段遭到破壞，損毀（一般正常磨損除外），出現遺失或失竊，租用人需要承擔該設施或裝備的維修或重新添置之費用。

The hirer is responsible to bear the cost of repairing, reinstating, or replacing any equipment, apparatus, fitting, or other property damaged or destroyed (fair wear and tear excepted), stolen or removed during the use of the facility in the booked session.

35. 如租用人在其租用時段需使用臨時搭建物（如：帳篷，電視支架）並開放其活動予公眾入場，本中心會要求租用人購買有效的公眾責任保險，以保障雙方之權益。本中心將因應其活動之性質，決定其相關的保障條款細節。
For usage involving temporary structures (E.g. Tents, TV scaffolding) and open to public admission, FTC will require the hirer to take out suitable insurance cover to protect the interests of both the hirer and the FTC. The prevailing level of indemnity set by the FTC shall be applied to meet the scale or nature of the event.

36. 如租用人或獲其授權的任何人士在使用設施時，因租用人本身或獲其授權人士的疏忽而引致任何人士死亡，受傷，蒙受損失或損害，以致有關人士向香港足球訓練中心有限公司或香港足球總會有限公司提出訴訟或申請索償，租用人必須對香港足球訓練中心有限公司和香港足球總會作出彌償，並為有關彌償一直負上全責。

The hirer shall indemnify and keep indemnified Hong Kong Football Training Centre Limited and The Hong Kong Football Association Limited against all actions, claims, and demands by any person who suffers or sustains any death, injury, loss or damage arising out of or as a result of the use of the recreation and sports facilities by the hirer or any person so authorized by him or her due to the negligence on his or her part or on the part of any such other person.

37. 租用人不得製作，發佈，展示或派發任何與活動有關並含有失實，偏頗，誤導或欺騙性質內容的宣傳資料。未經香港足球總會預先書面許可下，租用人不得在任何宣傳資料中以明示或默示的方式提及香港足球總會。租用人如違反或不遵守本守則，以致引起任何索償，要求，訴訟或法律程序，必須對香港足球總會及其僱員和代理人作出彌償，並為有關彌償一直負上全責。

The hirer shall not make, publish, display or disseminate event related publicity materials that contain false, biased, misleading or deceptive information. The hirer shall not expressly or by implication make reference to the HKFA in any publicity material without prior written permission of the HKFA. The hirer shall indemnify and keep indemnified the HKFA and their servants and agents against all claims, demands, actions or proceedings arising from any breach or non-observance of this provision.