



# 懲教署體育會

## 管理手冊

第十八版

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(以不時公布的修訂為準)

# 第一章

## 序言

- 1.1 懲教署體育會(本會)的目標,是致力在署內推廣及促進各項體育活動。為此,本會致力向各級人員灌輸進取、團隊和積極競賽精神,並根據《懲教署體育會規章及規則》(附錄一)為會員提供各類康樂體育活動設施。
- 1.2 署方承諾致力鼓勵職員參與本會籌辦的康體活動。
- 1.3 本會負責向本署職員推廣各項康體活動,因此會全年定期為職員舉辦多樣化的康體活動,並選派部門代表隊參加公開賽事/訓練,確保體育水準不會遜於外間團體。
- 1.4 體育隊伍領隊及體育召集人須特別注意以下重要事項:
  - (i) 尋求辦法,以物色具備潛質的運動員及發展其體育潛能,確保後繼有人;
  - (ii) 尋求辦法,鼓勵職員支持本會舉辦的活動;
  - (iii) 培養足夠數目的運動員組成部門代表隊;以及
  - (iv) 確保以公平方式物色運動員代表部門參賽。

## 第二章

### 體育活動

#### 2.1 院所際比賽種類

目前，本會每年舉辦四項大型賽事，分別為：

- i. 周年運動會
- ii. 周年水運會
- iii. 十公里長跑
- iv 家庭同樂在喜靈

另有14項不同賽事，每項賽事會在24個月內舉行一次，

- i. 七人足球
- ii. 羽毛球
- iii. 籃球
- iv. 桌球
- v. 保齡球
- vi. 飛鏢
- vii. 室內划艇
- viii. 草地滾球
- ix. 射擊
- x. 壁球
- xi. 乒乓球
- xii 網球
- xiii 拔河
- xiv. 排球

本會的體育年度由六月開始，至翌年五月止。每個年度開始時，康樂事務經理向本會主席提交該年度的機構際體育比賽 / 活動計劃。部分賽事更會增設個人比賽項目，從而

鼓勵更多職員參加本會的活動及發展他們的體育潛能。

## 2.2 訓練課程

為向職員推廣健康生活意念，本會以成本價提供多元化的訓練課程。這些訓練課程會不時檢討，以配合職員的興趣。

## 2.3 懲教署體育會

除舉辦機構際比賽外，本會定期參加本地和海外的公開賽事。本署現有下列35個部門代表隊：

- i. 歷奇會（海洋歷奇/陸上歷奇）
- ii. 釣魚會
- iii. 羽毛球隊
- iv. 男子籃球隊
- v. 女子籃球隊
- vi. 保齡球會
- vii. 技擊會（空手道會/柔道隊/跆拳道會）
- viii. 飛鏢隊
- ix. 長跑隊
- x. 龍舟隊
- xi. 體適能隊
- xii. 高爾夫球隊
- xiii. 槍會
- xiv. 山藝會
- xv. 曲棍球隊
- xvi. 草地滾球隊
- xvii. 醒獅隊
- xviii. 電單車會
- xix. 野外定向會
- xx. 欖球隊

- xxi. 桌球隊
- xxii. 足球隊
- xxiii. 男子壁球隊
- xxiv. 女子壁球隊
- xxv. 游泳隊
- xxvi. 乒乓球隊
- xxvii. 太極會
- xxviii. 網球隊
- xxix. 田徑隊
- xxx. 拔河隊
- xxxi. 男子排球隊
- xxxii. 女子排球隊
- xxxiii. 野戰會
- xxxiv. 單車隊
- xxxv. 電子競技會

## 2.4 鼓勵措施

為鼓勵及推動職員參加本會的體育活動，本會推行下述措施：

- (a) 院所管理層為職員作出適當的工作安排，以便參加體育活動；
- (b) 向優勝隊員/隊伍頒發獎項以示嘉許；
- (c) 設立「最佳體育召集人」、「最佳體育隊伍」和「最傑出運動員」獎項；
- (d) 透過部門通訊，例如「愛群」、「懲教署體育會網頁」公布賽果；
- (e) 全面資助機構際比賽；
- (f) 發回為參加公開賽所需支出以及
- (g) 增設「署長盃」予每年最佳成績的男子及女子院所。

## 第三章

### 部門代表隊的管理

#### 3.1 部門代表隊隊員表現水平名單

- a. 召集人須按照每名隊員的表現擬備及更新隊員表現水平名單 / 部門代表隊名單。該份名單須每季更新一次，其副本須提交康樂事務經理和高級懲教主任(體育)以作記錄。每隊須維持合理的人數。選派部門代表隊隊員代表參加跨部門比賽和海外賽事時，將以隊員表現水平名單作為依據。透過此機制，可公平甄選隊員，這機制在提供資助的賽事尤其重要。
- b. 具備多方面潛能的運動員只可參加不超過兩個部門代表隊，此項規定旨使運動員在其最擅長的項目得盡展所長。此外，若部門代表隊因訓練 / 比賽的時間衝突而在行政管理方面所受影響亦可盡量減少。

#### 3.2 物色具備潛能會員加入部門代表隊

職員訓練院須向新聘職員進行意見調查，從而了解他們在體育方面的興趣和潛能。有關資料將會知會所屬體育隊伍領隊和體育召集人。

#### 3.3 會員加入外間體育會 / 協會

- a. 部門代表隊隊員如代表懲教署體育會與外間體育會 / 協會比賽對壘，而該隊員同時是該體育會 / 協會的會員，則須事先知會執行委員會。
- b. 身兼外間體育會或協會成員身分的部門代表隊隊員，

應遵守根據 (i) 公務員事務局通告第 3/2007 號和 4/2007 號及 (ii) 《防止賄賂條例》(香港法例第 201 章) 下的《2007 年接受利益(行政長官許可)公告》而頒布的條文。



### 3.4 懲教署體育會各隊伍的經費

- a. 每年三月，體育召集人須提交來年度的財政預算、隊伍未來兩年的發展計劃和過去一年的運作報告，供審核委員會(審委會)審議。
- b. 審委會會因應本會的財政狀況、訂定的資助項目、隊伍過往一年的比賽成績、參與活動人數、參與公益活動數目、籌辦活動數目和活動是否配合本會發展方向等，審議撥款額，並在審議後將建議提交本會會長批准。
- c. 審委會成員包括執行委員會主席、副主席(體育活動)、義務秘書/助理義務秘書、義務司庫/助理義務司庫、康樂事務經理及兩名當選委員(秘書助理及司庫助理)。審委會成員須就可能涉及的利益衝突作出申報，任何審委會成員若涉利益衝突，須在討論及通過有關項目時避席。
- d. 本會及各體育隊伍可尋求及接受對外贊助，但須符合公務員事務局通告有關接受利益及《接受利益(行政長官許可)公告》的規定。在徵得懲教署署長批准後，贊助款額可存入體育會執行經費戶口，以資助該會或指定隊伍的每年經費。
- e. 若體育隊伍獲准接受贊助費用，其年度經費申請合理，符合資助範圍，而申請經費相等或少於贊助款額，審委會將向本會會長推薦全數撥款。如申請經費高於贊助款額，審委會將建議體育隊伍先使用贊助款額，並按情況，向本會會長推薦建議本會撥出不足之數的全部或部分款額。若贊助費用有餘額，審委會可將該餘額撥作該體育隊伍的未來經費。
- f. 審委會通過各體育隊伍的年度撥款後，審委會主席會

徵求本會會長批准，當有關撥款獲批准後，會以實報實銷形式，資助體育隊伍的年度相關支出。體育召集人負責控制開支。如有開支超出核准限額，數額須徵得本會會長的特別許可。

- g. 各體育隊伍如須要經費參與於財政預算中未有計劃的活動或比賽項目，可向審委會作出申請，審委會將按情況向本會會長推薦，建議撥出全數或部分款額作為該活動項目經費。
- h. 體育召集人申請發還已代付之開支款項，須以指定表格提出。

### **3.5 部門代表隊隊員訓練 / 比賽**

- a. 體育召集人擬訂訓練 / 比賽時間表，送交院所主管，以便有關的值班主管安排該部門代表隊隊員能於工餘時間進行練習和/或比賽。
- b. 部門代表隊隊員可根據《公務員事務規例》第1111條及由總部於二零零八年五月三十日發出的便箋〔檔號：( 19 ) in CSD PER 5-50-14〕申請特許缺勤，以參加比賽。
- c. 除一連串的大型賽事(例如聯賽或獎杯錦標賽)需要執行委員會一次過給予批准外，其他與外間機構進行的賽事，則須於參賽前，經康樂事務經理徵得主席批准。

### **3.6 裁判**

部門代表隊隊員和其他合資格職員經常會應邀擔任機構際比賽的裁判。康樂事務經理須安排他們在每次賽事所需肩負的職責。



## 第四章

### 懲教署體育會會所

#### 4.1 一般管理

- a. 懲教署體育會會所(會所)與馬坑監獄毗鄰，為會員提供各類體育及康樂設施。
- b. 白沙灣懲教所及馬坑監獄監督是會所的召集人。他也是本會執行委員會委員之一，負責會所的日常管理工作。
- c. 會所召集人亦負責保存每日收支記錄，並按月向保存決算帳目的本會義務司庫提交這些記錄。
- d. 會所召集人助理(職責說明見附錄二)負責協助會所召集人處理會務。

#### 4.2 預訂場地

- a. 所有會員都可於開放時間內享用會所的任何設施，但必須於事前預訂。除非事先獲得會所召集人批准，否則會員只能按設施原定用途使用。
- b. 各種設施連同開放時間及費用載於附錄三。開放時間及費用會按需要而隨時作出調整。
- c. 不屬於本署的外間機構如欲預訂場地，事先必須獲得本執行委員會批准。

### 4.3 安全規則

- a. 有關享用會所及其設施的安全規則應在會所內展示並予以嚴格執行。使用者如需呈交自承責任表格，必須於使用有關設施前填妥。
- b. 會所管方有權以安全、維修或其他理由，暫時關閉或限制會員使用任何設施。
- c. 如天文台發出黑色暴雨警告或懸掛三號風球，會所會關閉。如天文台發出其他警告訊號，會所召集人可酌情關閉全部或部分設施。

### 4.4 法律責任

- a. 本會毋須對任何人士因使用會所任何設施而發生的任何意外，負上責任。
- b. 當局會按本會章程安排投購公眾責任保險及財物保險而這是屬本會整體保險的保障範圍內。

## 第五章

### 責任與法律責任

#### 5.1 懲教署的責任

- a. 懲教署任何職員或任何在懲教署工作的其他人士參加懲教署體育會所舉辦的比賽，純屬個人自願。因此，任何職員在參與這些體育活動期間遭受損傷或創傷，體育會、本署或政府都毋須負上任何責任或法律責任。
- b. 懲教署任何職員或任何在懲教署工作的其他人士如在代表部門、他 / 她的院所、或以個人名義參加任何體育活動期間受傷或甚至死亡，不能視為因公受傷或死亡。

#### 5.2 保險 / 自承責任書

- a. 本會所舉辦的所有體育活動購有公眾責任保險。但職員在參與任何體育賽事之前，必須簽署一份自承責任書(見附錄(四))，證明他 / 她參加比賽，純屬自願。而會方、署方或政府均不須為任何職員在進行體育活動期間受傷負上任何責任或法律責任。

## 懲教署體育會規章及規則

1. 本會即懲教署體育會，以下簡稱「本會」。

### 目標及宗旨

2. 本會的目標和宗旨，是致力為懲教署的現任和退休職員推廣及促進各項體育活動。為此，本會需要向各職級人員灌輸進取、團隊和積極競賽精神，以及為以下界定的會員提供康樂設施和可供進行各項體育活動的設備。此外，本會亦可透過設立由本會管理之慈善基金幫助社會上有需要的團體或作其他慈善用途。

### 會員

3. 本會會員分為：

- (a) 普通會員

「普通會員」指《監獄條例》(香港法例第234章)第2條所界定現時任職懲教署的職員有權在全體大會上就本會的管理事宜發言及表決。

- (b) 終身會員

普通會員在懲教署退休後，如經本會執行委員會批准，可成為「終身會員」。終身會員享有普通會員所具有的全部權利，但無權在全體大會上就本會的管理事宜發言或表決。

### 會長和副會長

4. 本會會長及副會長由懲教署署長和懲教署副署長當然出

任。懲教署署長可委任任何其認為合適的人士出任為本會副會長。

### 執行委員會

5. (a) 執行委員會由下列人員組成：每年由會長委任的主席、兩名副主席、義務秘書、助理義務秘書、義務司庫、助理義務司庫及四名當選委員和第5(b)段所指明的當然委員所組成。
  - (b) 懲教署職員訓練院院長、白沙灣懲教所監督、監督(職員關係及福利)、康樂事務經理和高級懲教主任(體育)出任為執行委員會的當然委員。白沙灣懲教所監督(以被等作為執行委員會成員的身份)負責懲教署體育會會所的保養及維修事宜。
  - (c) 每所院所選出一名代表，負責就本會的事務，擔當院所主管與本會之間的聯絡人及出席會議。
  - (d) 由執行委員會提名負責籌辦體育活動及管理代表隊伍的體育召集人，須出席會議。
  - (e) 由執行委員會提名的助理體育召集人，在體育召集人缺席之情況下，須出席會議。
6. 執行委員會委員不得委派代表在會上投票或以書面投票。
  7. 除以下獲授的明確權力外，執行委員會亦負責控制及管理本會的財政。任何一次過繳付的非經常性款項如超逾港幣5,000元須徵得會長批准。此外，執行委員會在徵得會長批准後可設立「慈善儲備基金」(以下簡稱「該基金」)及將本會的部份資金撥歸於該基金內。執行委員會可不時地為該基金提供其認為合適的會內撥款及/或本會收到的任何捐款。所有該等撥款、捐款及任何該基金的資產投資所賺取之收益均須保留於該基金內。該基金之設立旨為幫助社會上有



需要的團體或作其他慈善用途，而執行委員會有權決定該基金之使用及投資方式，惟在落實預定用途及於投資前須徵得會長批准。由於該基金由本會設立及管理，其財務資訊及資產須在本會的財務報告中說明。在徵得會長批准後，執行委員會可通過根據《公司條例》（香港法例第622章）成立由本會執行委員會所有委員有權出任為當然董事的擔保責任有限公司，並可將該基金之全部或部份資產資助或捐贈予該擔保責任有限公司作以上或其他慈善用途。

8. 如執行委員會認為本會任何款項並無即時用途，在徵得會長批准後，可將之投資或存入帳戶。
9. 執行委員會有權任命新委員填補空缺及成立小組委員會（並賦與其認為適當的權力）。
10. 執行委員會委員的任期由選舉或任命當日開始，至下一周年大會舉行為止，屆時委員可競選連任。
11. 執行委員會每月舉行會議一次，或按需要情況增加開會次數。會議法定人數由五名出席委員形成。執行委員會在會上訂明下次月會的舉行時間、日期和地點，或由義務秘書另發經簽妥的通知書，述明舉行月會的時間、日期和地點。會長或主席可隨時召開會議。
12. 主席負責主持會議。倘主席缺席，執行委員會須委任一名委員主持會議，由該委員執行主席職務。在票數均等的情況下，主持會議的委員有權投決定票。
13. 執行委員會在其認為對本會的妥善運作和管理是必需及適宜的情況下，可不時制定、增補、修改和廢除則例，並透過該等則例：
  - (a) 就准予會員入會享用本會所提供的特權、使用本會物業、本會所供應物業及限制特權等方面的條款進行規管；

- (b) 就准予會員的配偶、傭人、訪客和親朋享用本會所提供的功用和福利進行規管；
  - (c) 就會員或親朋因參與本會所舉辦的遊戲而須遵守規則和繳付保證金進行規管；
  - (d) 就全面或在特定時間禁制個別遊戲進行規管；
  - (e) 就任何類別的會員及其配偶、子女和親朋的行為進行規管；
  - (f) 就全體大會、執行委員會或小組委員會的舉程序進行規管；以及
  - (g) 就其他通常為本會則例所述及的事宜進行規管。
14. 所有由執行委員會據此規則制定的則例，一經張貼在各院所，即告生效，直至被執行委員會撤銷前，對本會各成員均具約束力。執行委員會有權決定一切關乎本會則例詮釋的爭議問題。執行委員會就詮釋爭議，或則例未有訂明而對本會有所影響的事項所作裁決，將屬最終的決定，並對各成員具有約束力。

#### 義務秘書

15. 義務秘書由普通會員出任，負責處理往來信件。義務秘書須保管所有屬於本會的文件和詳盡而真確地記錄所有議事程序，並全面落實執行委員會的指示。

#### 義務司庫

16. (a) 義務司庫由本會的普通會員出任，負責處理本會帳目內任何款項。該等款項均須存入本會所開設及獲會長核准的銀行帳戶。用以發還開支的支票須經他和主席或義務秘書簽署。

- (b) 義務司庫須每月編訂收支帳目，以供執行委員會參閱及審批。
- (c) 義務司庫須於每年三月三十一日結算帳目，在執行委員會認可的核數師審核後，將之連同財政報告一併交予執行委員會。

### 名譽副會長

- 17. (a) 會長可委任任何一直全力支持體育會的人士，為名譽副會長，任期兩年。
- (b) 會長可委任任何支持本會的人士為體育隊伍的名譽副會長，任期兩年。體育隊伍的名譽副會長可獲邀出席儀式及獲發委任證書。體育隊伍的名譽副會長可就相關體育隊伍的發展方向提出建議，亦可獲邀代表體育隊伍出席活動儀式，接受或頒發獎項。

### 體育隊伍領隊

- 18. 除體育召集人外，會長可委任任何會員為體育隊伍領隊，負責加強管理體育隊伍和推廣體育活動。

### 周年大會

- 19. 普通會員的周年大會須於每年五月份最後一個星期舉行，旨在：
  - (a) 向會員報告本會的狀況；
  - (b) 向會員提交本會截至該年度三月三十一日止的帳目；
  - (c) 商議任何有關本會規章管理或一般福利的事宜，並可按後述規定，在會上妥為呈述；以及
  - (d) 選出下一年度的執行委員會委員。

- 20. 普通會員如欲提出上文第19(c)項總目下的任何事項，須於

會議舉行前七天，以書面通知義務秘書。

21. (a) 義務秘書須於周年大會確實舉行日期前至少十四天，安排在各院所張貼通知，述明周年大會舉行日期。委員或有對周年大會的舉行時間和地點不知悉者，將不會導致會上任何決議或行動失效。
  - (b) 此外，義務秘書須安排向本會每一會員發出主席報告、經審核帳目和上次周年大會的會議記錄各一份。
22. 在周年大會召開時，除非出席的普通會員達致法定人數，否則不得開始議事。法定人數由不少於20名出席的普通會員形成。

#### 表決程序

- (a) 全體大會通過的任何決議須獲得過半票數。每一出席會員均可投一票。會長或副會長除本身可投一票外，更可以會長或副會長身分，兼投第二或決定票。
  - (b) 會長或副會長以會長或副會長身分，在全體大會就任何舉手表決的決議作出宣布後，有關宣布將不可推翻。本會就此事在會議記事簿所作記錄，可作為足夠證據。
23. 如會議在指定時間開始後半小時，出席者仍未足法定人數，則會議須予解散，並延期至下星期同一天，在相同時間和地點舉行。倘延會在指定時間開始後半小時，出席者仍不足法定人數，則出席的普通會員將形成法定人數。

#### 特別全體大會

24. 執行委員會如認為情況有必要或有20名普通會員提出呈請，須召開本會的特別全體大會。執行委員會須於該等會議舉行前至少七天，以書面通知各院所其召開會議的意向。有關通知須載明會議議程。

## 遺失或損壞本會財物

25. 任何會員如損壞本會財物，或因疏忽導致本會財物遺失或損壞，須自費安排將之修理或替換，並負責修理 / 替換所需款額或相當該等財物價值的款項。倘屬會員親朋的作為，則有關會員須承擔類似的法律責任。

## 紀律

26. (a) 不論在任何時間，執行委員會和小組委員會每一成員均須即時審理會員違反本會規則和則例的行為，並就該等行為通知執行委員會主席。
- (b) 倘會員在任何時間的品行操守對本會的聲譽或良好秩序可能造成損害，委員會可要求該會員就其品行操守提供解釋。如未能提供令人滿意的解釋，執行委員會可著令該會員—
- (i) 終止會籍(如屬終身會員)
  - (ii) 暫時革除會籍及中止一切權利不超過六個月
  - (iii) 暫停參與該段期間的體育活動(如屬體育代表)
- (c) 會員如未經執行委員會授權，不得以本會名義購買或訂購物品。
- (d) 凡執行委員會認為超越本身權力範圍的事項，須交與會長裁決。

## 本會的法律責任

27. (a) 本會或本會任何執行委員會或小組委員會的成員不論以何種身分，均毋須對本會會員或其親朋、僱工或其他人士所蒙受的損傷或財物遺失或損壞承擔法律責任。

(b) 本會對會員或其親朋的財物安全，概不負責。

28. 假若認為恰當，執行委員會須於周年大會舉行後的首次會議上，按其認為合適的條件委聘一間執業核數師事務所，擔任下一年度的核數師。
29. 義務司庫須詳盡而真確地向核數師報告。本會的帳目須按執行委員會所決定及會長批准的相隔時間進行審核。

#### 接受利益

30. 執行委員會委員、小組委員會委員或任何體育召集人代表本會於舉辦任何體育或康樂活動時接受其他機構 / 人士任何形式的利益，例如捐款、禮物或贊助等，或索取此等利益，均須依照公務員事務局通告第3/2007號和4/2007號及根據《防止賄賂條例》（香港法例第201章）而頒布的《2007年接受利益（行政長官許可）公告》規定而進行，並須預先以書面經懲教署體育會主席向助理懲教署署長（人力資源）申請批准。

#### 院所的康樂設施

31. 本會在下列地點的院所會所為所有會員提供康樂設施：
  1. 懲教署總部職員會所  
香港灣仔港灣道12號灣仔政府大樓23樓懲教署總部
  2. 歌連臣角懲教所職員會所  
柴灣歌連臣角道歌連臣角懲教所E座地下會所大堂
  3. 羅湖懲教所職員會所  
上水河上鄉路163號羅湖懲教所
  4. 喜靈洲職員會所  
喜靈洲，喜靈洲戒毒所會所樓

5. 喜靈洲官員會所  
喜靈洲戒毒所，官員會所樓
6. 荔枝角職員會所  
九龍荔枝角蝴蝶谷道5號
7. 勵敬懲教所職員會所  
葵涌華泰路16號勵敬懲教所會所樓
8. 塘福懲教所職員會所  
大嶼山麻埔坪道39號4座4樓
9. 豐力樓職員會所  
九龍大窩坪龍恩道3號豐力樓已婚職員宿舍地下
10. 壁屋職員會所  
新界西貢清水灣道壁屋監獄E座地下
11. 小欖精神病治療中心職員會所  
新界小欖康輝路21號會所樓2樓
12. 石壁監獄及沙咀懲教所職員會所  
大嶼山石壁水塘道42號沙咀懲教所會所樓
13. 石壁監獄及沙咀懲教所官員會所  
大嶼山石壁水塘道46號石壁監獄職員宿舍R座地下
14. 赤柱職員會所  
香港赤柱東頭灣道91號
15. 職員訓練院職員會所  
香港赤柱東頭灣道47號東翼2樓101號室
16. 職員訓練院官員會所  
香港赤柱東頭灣道47號東翼2樓102號室
17. 大譚峽懲教所職員會所

香港石澳道110號

18. 東頭懲教所職員會所

香港赤柱東頭灣道68號第3座地下

19. 大欖懲教所職員會所

新界大欖涌大欖涌道108號

20. 大欖女懲教所職員會所

新界屯門大欖涌道110號

### 修改規則

32. 除非獲周年大會或特別全體大會和會長批准，否則，任何有關上述規則的修改或廢除一概無效。

### 語文

33. 本會的規章及規則原文以中文撰寫，附英文翻譯。如中、英文版本的内容有任何歧異，概以中文版文為準。

附錄(二)

### 職務說明

職位說明： 懲教署體育會會所召集人助理



職務概要： 就懲教署體育會會所的日常運作，向會所召集人負責。

- 職務詳情：
1. 維持會所的場地、設施和裝置清潔及妥當無誤；
  2. 負責設施 / 裝置的預訂 / 租用安排事宜，並解答有關會所的查詢；
  3. 設存租用者登記冊；
  4. 確保將所得收費存入懲教署體育會會所的銀行帳戶；
  5. 設存會所收支記錄；
  6. 實施有關使用設施 / 裝置的安全規則；
  7. 負責協助會所召集人處理會務。

## 懲教署體育會會所

## 康樂設施收費表

(二零一八年五月二十五日起生效)

預約訂場(電話)2813 8091 或(傳真)2813 1104

## 設施

項 目	收 費 *
1. 草地足球場	時租 50元 (#時租 80元)
2. 會議室	時租 30元
3. 燒烤爐	每個 40元
4. 三人足球場	免費 (#時租 10元)
5. 健身室	免費
6. 籃球場	免費 (#時租 10元)

備註：開放時間：

星期一至日(假日照常)

上午十一時至晚上十時

\* 租用不足一小時亦作一小時計算

# 下午六時後的收費【所有射燈將會十時後關閉】

**自承責任書**

**懲教署**

**參加在本港舉行的**

**比賽 / 訓練( )**

**第一部分 -- 聲明**

現謹聲明本人 / 本人的配偶 / 本人的子女身體健康，可以參加上述活動的訓練及賽事。本人明白參加是項體育活動，純屬自願，不會視為當值，一切風險責任蓋由本人承擔。上述體育活動進行期間發生於本人 / 本人的配偶 / 本人的子女身上的一切，均由本人承擔後果。本人完全知悉，香港特別行政區政府、香港懲教署及懲教署體育會不會接受任何就本人 / 本人的配偶 / 本人的子女於上述體育活動期間所受的任何損傷、創傷或死亡而提出的責任追究。本人現免除香港特別行政區政府、香港懲教署署長、懲教署體育會主席及 / 或其職員因本人 / 本人的配偶 / 本人的子女在活動中所受損傷、創傷或死亡而遭本人 / 本人的配偶 / 本人子女的遺產代理人或本人的受供養人申索的賠償責任。

姓名(正楷) : \_\_\_\_\_ 先生 / 小姐 / 女士\*

職階及編號 : \_\_\_\_\_

所屬院所 : \_\_\_\_\_

聯絡電話 : \_\_\_\_\_

簽 署 : \_\_\_\_\_

日 期 : \_\_\_\_\_

**第二部分 -- 賽事進行期間遇有意外請即通知下述人士**

(1) 姓名(正楷) : \_\_\_\_\_ 先生小姐 / 女士\*  
地 址 : \_\_\_\_\_  
聯絡電話 : \_\_\_\_\_

(2) 姓名(正楷) : \_\_\_\_\_ 先生小姐 / 女士\*  
地 址 : \_\_\_\_\_  
聯絡電話 : \_\_\_\_\_

\* 刪去不適用者



# **Correctional Services Department Sports Association**

## **Management Handbook**

**18<sup>th</sup> Edition**  
(June 2022)

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# Chapter 1

## Introduction

- 1.1 The object of Correctional Services Department Sports Association (CSDSA, or the Association) is to encourage and promote all forms of sports within the Correctional Services Department. The Association has to instill a spirit of enthusiasm, teamwork and constructive competition among all ranks, and to provide various recreational and sports facilities for all members in accordance with the Constitutions and Rules of the CSDSA (Appendix I).
- 1.2 The Department has pledged itself to encourage staff participation in sports and recreational activities organized by the Association.
- 1.3 The Association takes up the responsibilities to promote sports and recreational activities for staff of the department. It will endeavour to arrange a wide range of sports and recreational activities for staff on a regular basis throughout the year. Besides, the Association will also send Departmental Representing Teams (DRTs) to join appropriate open competition/training with a view to keeping abreast with the outside sports standard.
- 1.4 Sports Team Managers and Sports Convenors are requested to pay special attention to the following important areas:-
  - (i) ways of identifying potential athletes and developing their sports talents with a view to succession;
  - (ii) ways of motivating staff to support the Association activities;
  - (iii) grooming a sufficient pool of athletes as representatives of the departmental team; and
  - (iv) ensuring a fair system in selection of athletes to represent the Department.

## Chapter 2

### Sports Activities

#### 2.1 Varieties of Inter-institutional Competitions

At present, the following 4 major events are organised by the Association annually:

- i. Annual Sports Day
- ii. Annual Swimming Gala
- iii. 10Km Distance Run
- iv. Family Hiking on Hei Ling

The other 14 different kinds of sports events are organized by rotation on a 24-month cycle:

- i. 7-a-side Soccer
- ii. Badminton
- iii. Basketball
- iv. Billiard/Snooker
- v. Bowling
- vi. Darts
- vii. Indoor Rowing
- viii. Lawn Bowls
- ix. Shooting
- x. Squash
- xi. Table-tennis
- xii. Tennis
- xiii. Tug-of War
- xiv. Volleyball

The sports year of CSDSA commences in June and concludes in May the following year. At the beginning of each sports year, Leisure Services Manager (LSM) will propose to the Chairman of CSDSA a schedule of inter-institutional sports competitions/activities of that year. Individual competitions are also introduced in some events to motivate more staff in taking part in CSDSA activities and to bring out their sports talents.

#### 2.2 Training Courses

To promote the healthy lifestyles of staff members, various training courses are organised by CSDSA at cost price. Organisation of such training courses will be



reviewed from time to time to meet the interest of staff members.

### 2.3 CSDSA Teams

Apart from Inter-institutional events, the Association takes part in regular external competitions both locally and overseas. At present, there are 35 DRTs as follows:

- i. Adventure Club (Oceanic Exploration & Terrestrial Exploration)
- ii. Angling Club
- iii. Badminton Team
- iv. Men's Basketball Team
- v. Women's Basketball Team
- vi. Bowling Club
- vii. Contest Sports Club (Karate/Judo/Taekwondo)
- viii. Darts Team
- ix. Distance Running Team
- x. Dragon Boat Team
- xi. Physical Fitness Team
- xii. Golf Team
- xiii. Gun Club
- xiv. Hiking Club
- xv. Hockey Team
- xvi. Lawn Bowls Team
- xvii. Lion Dance Team
- xviii. Motor Cycling Club
- xix. Orienteering Club
- xx. Rugby Team
- xxi. Snooker/Billiard Team
- xxii. Soccer Team
- xxiii. Men's Squash Team
- xxiv. Women's Squash Team
- xxv. Swimming Team
- xxvi. Table Tennis Team
- xxvii. Tai Chi Club
- xxviii. Tennis Team
- xxix. Track & Field Team
- xxx. Tug-of-war Team
- xxxi. Men's Volleyball Team
- xxxii. Women's Volleyball Team
- xxxiii. War Game Club
- xxxiv. Cycling Team
- xxxv. E-Sports Team

## 2.4 Motivation

The following measures are taken to facilitate and motivate the participation of staff members in the sports activities organised by CSDSA.

- (a) Institutional management to facilitate staff to participate in the sports activities;
- (b) Prizes for winners as recognition of their achievement in sports;
- (c) Awards for the Best Sports Convenor, the Best Sports Team, and the Most Outstanding Athlete;
- (d) Wide publicity of results in the departmental periodical, e.g. Guardian; Website of CSDSA;
- (e) Full funding of Inter-institutional competitions;
- (f) Granting of expenses for external competitions and
- (g) Commissioner's Cup is awarded to the best male and female institutions.

## **Chapter 3**

### **Management of Departmental Representing Teams**

#### **3.1 Proficiency List of Departmental Representing Teams (DRTs)**

a. Sports Convenors are required to prepare and update a proficiency list / DRT member lists on the basis of the performance of each team member. The proficiency list / DRT member list should be updated quarterly and copies of such should be sent to LSM and Principal Officer (Physical Education) (PO(PE)) for record. Only reasonable and justified number of members is to be maintained. Selection of representatives to participate in inter-departmental sports competitions and overseas competitions will be based on the proficiency list. This mechanism is instituted to ensure fairness in selection, particularly when subsidy is involved.

b. Multi-talented athletes are allowed to represent not more than two DRTs in order to focus on the events they are most talented. This will also minimize influence on the administration of DRTs due to clash of training/competition schedules.

#### **3.2 Identifying Potential Members of DRTs**

Survey will be conducted on new recruits in STI to identify their interest and capability in sports activities. STI will inform the respective Sports Team Managers and Sports Convenors accordingly.

#### **3.3 Members' Affiliation with Outside Sports Clubs/Associations**

a. DRT member shall report to Executive Committee well in advance if he/she is representing CSDSA to take part in any match against an outside Sports Club or Association, in which he/she is also a member of that Sports Club or Association.

b.. A DRT member who is also a member of outside Sports Club or Association, should be reminded to observe the provisions given under (i) Civil Service Bureau Circular No. 3/2007 & 4/2007 and (ii) the Acceptance of Advantages (Chief Executive's Permission) Notice 2007 of the Prevention of Bribery Ordinance (Chapter 201, Laws of Hong Kong).

### 3.4 Funding for CSDSA Teams

- a. All Sports Convenors shall submit a budget for the coming year, the team's development plan for the next two years and a report on its operation in the past year in March each year for Vetting Committee's examination.
- b. The Vetting Committee will examine the funding amount taking into consideration the financial situation of the Association, the funding items set, the team's results in competitions held in the past year, number of persons participated in activities, number of charitable activities participated, number of activities organised, and whether the activities to be held are in line with the development direction of the Association, etc. Upon examination, the Vetting Committee will submit the proposal to the President of the Association for approval.
- c. The Vetting Committee shall consist of the Chairman, Vice Chairman (Sports), Honorary Secretary/Assistant Honorary Secretary, Honorary Treasurer/Assistant Honorary Treasurer, Leisure Services Manager and two elected members (Secretary Assistant and Treasurer Assistant) of the Executive Committee. Members of the Vetting Committee must declare their possible conflicts of interest and any member involved in the conflicts of interest shall withdraw from meetings when relevant items are discussed and passed.
- d. The Association and each sports team may solicit and accept outside sponsorship provided that the requirements on acceptance of advantages as stated in the relevant Civil Service Bureau Circular and The Acceptance of Advantages (Chief Executive's Permission) Notice are complied with. Upon approval by the Commissioner of Correctional Services, the sponsorship may be deposited into the Operational Fund of the CSDSA for funding the Association or designated sports teams each year.
- e. If permission is given to a sports team to receive sponsorship, its application for annual funding is justified, the application falls within the scope of funding items and the amount of funding applied for is equal to or less than the amount of sponsorship, the Vetting Committee will make a recommendation to the President of the Association that the full amount of funding be allocated to such sports team. If the amount of funding applied for is greater than the amount of sponsorship, the Vetting Committee will propose that the amount of sponsorship be utilised first, and make a recommendation to the President of the Association that the Association shall bear the shortfall in full or partially, as appropriate. The Vetting Committee may set aside the remaining balance of the amount of sponsorship, if any, as the funding for the sports team for the coming years.

f. After the Vetting Committee approves the annual funding for various sports teams, the Chairman of the Vetting Committee will, after the relevant funding is approved, seek the approval of the President of the Association to fund the sports teams for their related annual expenditure on an accountable basis. It is the responsibility of the sports convenors to control the expenses and special approval must be sought from the President of the Association for any expenses exceeding the approved amount.

g. In case the sports teams request for fund for activities or sports events not reserved in the submitted annual budget, the sports team could submit a proposal to the Vetting Committee for examination. Upon examination, the Vetting Committee will make a recommendation to the President of the Association that the Association shall bear such additional fund fully or partially, as appropriate.

h. Claims for reimbursement of expenses incurred by sports convenors shall be made on prescribed forms.

### **3.5 Training/Competition of DRT Members**

a. The Sports Convenors shall prepare training/competition schedules and send their requests to Heads of Institutions so that the respective Officer-in-charge is able to facilitate the DRT member(s) concerned attending the training and/or competition during their leisure hours.

b. Members of sports teams representing the Department may apply authorized absence to take part in competition. Guideline should be followed in accordance with CSR 1111 and HQ memo ref. (19) in CSD PER 5-50-14 dated 30 May 2008.

c. Apart from the block approval sought in the Executive Committee Meeting for participation in a series of major competitions, such as Leagues or Cup Matches, prior approval from the Chairman, via LSM, should be sought before any other competitions with outside agencies are committed.

### **3.6 Referees**

DRT members and other qualified staff members are usually requested to serve as referees in our inter-institutional competitions. Their duties to be performed in each event shall be arranged by the LSM.

## **Chapter 4**

### **CSDSA Recreation Complex**

#### **4.1 General Management**

- a. The CSDSA Recreation Complex is adjacent to Ma Hang Prison where the sports and recreational facilities are provided for members of the Association.
- b. Superintendent of Pak Sha Wan Correctional Institution and Ma Hang Prison, being a member of the Executive Committee of the CSDSA, shall be the Convenor of the Complex and be responsible for its daily management.
- c. The Complex Convenor shall also be responsible for maintaining the daily income and expenditure records and presents it monthly to the Hon. Treasurer of the Association who keeps the final accounts.
- d. Complex Convenor Assistants whose job description is at Appendix II shall assist the Complex Convenor.

#### **4.2 Booking**

- a. The facilities are open to all members within the opening hours through booking in advance. Facilities are to be used for their designated purposes only unless prior approval has been obtained from the Complex Convenor.
- b. A list of facilities available with the opening hours and rental rates is at Appendix III. The opening hours and rental rates can be revised by EC whenever necessary.
- c. Organizations outside the Department may only reserve the facilities with prior permission from the Executive Committee of CSDSA.

#### **4.3 Safety Rules**

- a. Safety rules of using the Complex and its facilities shall be displayed and must be enforced. Disclaimer forms, if applicable, must be completed prior to the use of the facilities.

- b. The management of the Complex has the authority to temporarily close or restrict any facility for reasons of safety, maintenance or any other purposes.
- c. In the event of the black rainstorm warning signal or Typhoon Signal No. 3 is hoisted, the Complex shall be closed. The whole or part of the facilities may be closed at the discretion of the Complex Convenor when any other weather warning signal is in force.

#### **4.4 Liability**

- a. The Association shall have no responsibility for whatever accident that may occur arising from the use of any facilities in the Complex.
- b. The Public Liability Insurance & Property Insurance shall be arranged in line with the constitution of the CSDSA and be covered by the overall policy for CSDSA.

## **Chapter 5**

### **Responsibilities and Liabilities**

#### **5.1 Responsibilities of the Department**

- a. Any staff of CSD or other person working in CSD participating in sports activities organized by CSDSA is doing so on a voluntary basis. Therefore, the Association, the Department or the Government will accept no responsibility or liability for any hurt or injury sustained by any staff in the course of such sports activities
- b. Any staff of CSD or other person working in CSD who, no matter he/ she is representing the department, his/her own institution, or participating at his/her own, is injured or even died in taking part in any sports activities cannot be treated as injured or died on duty.

#### **5.2 Insurance Coverage/Disclaimer Form**

- a. All the sports activities organized by the CSDSA are covered with insurance of public liability. Nevertheless, every member of staff must sign a disclaimer form (see Appendix IV) before taking part in any sports competition. This acknowledges the fact that he/she participates in the competition on a voluntary basis, and the Association, the Department or the Government will accept no responsibility or liability for any hurt or injury sustained by any staff in the course of the sports activities.



**Constitution and Rules**  
**of**  
**The Correctional Services Department Sports Association**

1. The Association shall be known as the Correctional Services Department Sports Association, hereinafter referred to as the “Association”.

Aim and Objective

2. The aim and object of the Association are to encourage and promote all forms of sports within the Correctional Services Department and to instill a spirit of enthusiasm, team work and competition amongst all ranks; to provide recreational facilities for all members as hereinafter defined and to provide facilities for all forms of sports. Besides, the Association may establish and manage charitable fund(s) to provide assistance to organisations in need of help or for any other charitable purposes.

Membership

3. The members of the Association shall consist of the following: -

- (a) Full Members

“Full Member” means a serving staff member of the Correctional Services Department as defined in Section 2 of the Prisons Ordinance (Cap.234, laws of Hong Kong). A Full Member shall have voice in the management of the Association and the right to vote in any General Meeting.

- (b) Life Members

A Full Member on retirement from the Correctional Services Department may become a Life Member subject to the approval of the Executive Committee. A Life Member shall be entitled to all rights of full membership but shall have no voice in the management of the Association nor the right to vote at any General Meeting.

President and Vice-President(s)

4. The Commissioner of Correctional Services and the Deputy Commissioner of Correctional Services shall ex-officio be the President and Vice-President of the Association respectively. The Commissioner of Correctional Services may appoint any other person(s) who he thinks fit as the Vice President(s) of the Association.

## The Executive Committee

5. (a) The Executive Committee shall consist of a Chairman, two Vice Chairmen, an Honorary Secretary, Assistant Honorary Secretary, Honorary Treasurer and Assistant Honorary Treasurer who will be appointed annually by the President plus four elected members and ex-officio members as defined in paragraph 5(b).
  - (b) The Principal of the Staff Training Institute, the Superintendent of the Pak Sha Wan Correctional Institution, the Superintendent (Staff Relations and Welfare), the Leisure Services Manager and the Principal Officer (Physical Education) of the Correctional Services Department shall, ex-officio, be members of the Executive Committee. The Superintendent of the Pak Sha Wan Correctional Institution, in the capacity as member of the Executive Committee, shall be responsible for the repair and maintenance of the CSDSA Recreation Complex.
  - (c) Each institution shall appoint one representative, who shall be responsible for liaison between the Officer-in-charge of that institution and the Association as regards CSDSA affairs and may attend Executive Committee Meetings.
  - (d) Sports Convenors, nominated by the Executive Committee for organizing respective sports and team management, shall attend Executive Committee Meetings.
  - (e) In the absence of Sports Convenors, Assistant Sports Convenors, who are also nominated by the Executive Committee, shall attend Executive Committee Meeting.
6. No member shall vote by proxy or in writing at any Executive Committee Meeting.
  7. The Executive Committee in addition to the powers hereinafter specifically conferred upon it shall have the control and management of the finances of the Association. Any single payment, other than routine, which exceeds HK\$5,000.00 must be approved by the President. Besides, subject to the approval of the President, the Executive Committee may set aside part of the assets of the Association as “Charity Reserve Fund” (hereinafter the “**Fund**”). The Executive Committee may from time to time provide with the Fund such internal allocations and/or any donations received by the Association as it deems fit. All such allocations, donations and any proceeds generated from the investment of the assets in the Fund shall be retained in the Fund. The aim of the Fund is to provide support to organisations in need of help or for any other charitable purposes. The Executive Committee is authorised to decide the use of the Fund and the manners of investing its assets but prior approval from the President shall be sought before implementation of any intended use and investment. Given that the Fund is set up and managed by the Association, its financial information and assets shall be accounted for in the financial statements of the Association. Subject to the approval of the President, the Executive Committee may resolve to form a company limited by

guarantee registered under the Companies Ordinance (Cap.622, laws of Hong Kong), with all the members of the Executive Committee entitled to be ex-officio directors, and to allocate all or part of the assets of the Fund to such company limited by guarantee for the above or other charitable purposes.

8. Any funds of the Association which the Executive Committee deem to be surplus to immediate requirement may, subject to the approval of the President, be invested or placed to deposit account.
9. The Executive Committee shall have power to co-opt members to fill vacancies on the Executive Committee and to appoint Sub-committees (with such powers as it may think fit to confer).
10. Members of the Executive Committee shall hold office from election or co-option until the next Annual General Meeting of the Association when they may stand for re-election.
11. The Executive Committee shall meet once a month or more often if necessary, and five members of the Executive Committee present at any such meeting shall form a quorum. The time, date and place of such monthly meetings shall be fixed by the Executive Committee at its preceding meeting, or by notice signed by the Honorary Secretary. A meeting of the Executive Committee may be convened at any time by the President, or Chairman.
12. The Chairman shall preside at the Executive Committee Meetings. In the absence of the Chairman, the Executive Committee shall appoint one of its members to take the chair and such member will carry out the duties of the Chairman. The person presiding at any meeting of the Executive Committee shall have a casting vote if the voting be equal.
13. The Executive Committee may from time to time make, add to, alter and rescind such by-laws as they may deem necessary or convenient for the proper conduct and management of the Association, and they may, by such by-laws, regulate: -
  - (a) the terms, as to admission of Member to participate in the benefit of any of the privileges of the Association, and the use by or supply to members of any of the property of the Association and the limitation of any such privileges;
  - (b) the admission of wives, husbands, domestic helpers, visitors and guests to Association functions and benefits;
  - (c) the rules to be observed and stakes to be played for by any member or guest playing any games organised by the Association;
  - (d) the prohibition of particular games entirely or at any particular time;

- (e) the conduct of any class of members, wives, husbands, children and guests;
  - (f) the procedure at General Meetings, Executive Committee or Sub-committee Meetings; and
  - (g) generally all such other matters as are commonly the subject of Association By-laws.
14. All by-laws made by the Executive Committee under this rule shall come into force as soon as posted on the notice boards at each Institution and shall be binding upon all Members of the Association until rescinded by the Executive Committee. The Executive Committee shall have the power to decide all questions relating to the interpretation of the by-laws of the Association and the decision upon any question of interpretation, or upon any matter affecting the Association and not provided for by these by-laws, shall be final and binding on all Members.

#### Honorary Secretary

15. The Honorary Secretary shall be a Full Member and shall conduct the correspondence of the Association. He/She shall have custody of all documents belonging to the Association. He/She shall keep full and correct minutes of all proceedings and generally carry out the instructions of the Executive Committee.

#### Honorary Treasurer

16. (a) The Honorary Treasurer shall be a Full Member of the Association and shall handle any monies on account of the Association. All such monies shall be paid by him into the account of the Association at a bank approved by the President and all cheques in payment of disbursement shall bear his signature and that of the Chairman or Honorary Secretary.
- (b) The Honorary Treasurer shall prepare a monthly Statement of Income and Expenditure for the information and approval of the Executive Committee.
- (c) The Honorary Treasurer shall close his accounts on the 31st March each year and shall submit them together with a financial statement to the Executive Committee after audit by Auditors approved by the Executive Committee.

### Honorary Vice-President

17. (a) The President may appoint a person, who always renders steering support to the Sports Association, to be the Honorary Vice-President for a term of 2 years.
- (b) The President may appoint a person who renders support to the Association to be the Honorary Vice-President of a sports team for a term of 2 years. Honorary Vice-President of sports teams may be invited to attend ceremonies and be awarded a Certificate of Appointment. Honorary Vice-President of sports teams may make recommendations on the development direction of sports teams, and may be invited to attend events or ceremonies on behalf of sports teams, receive or present awards.

### Sports Team Manager

18. The President may appoint a member, as a Sports Team Manager, responsible to each sport activities, in addition to the Sports Convenors, to further enhance the management of the sports team and promote sports activities.

### Annual General Meeting

19. The Annual General Meeting of the Full Members of the Association shall be held during the last week in May each year for the following purposes : -
- (a) to report to members on the state of the Association;
- (b) to lay before members the Association accounts made up to 31st March of that year;
- (c) to discuss any matter relating to the Constitution management or general welfare of the Association which may be duly submitted to the meeting as hereinafter provided; and
- (d) to elect the Executive Committee Members for the ensuing year.
20. Any Full Member desiring to raise any matter falling under heading (c) of Rule 19 above, will give the Honorary Secretary notice thereof in writing seven days before such meeting.
21. (a) At least 14 days prior to the actual date selected for the Annual General Meeting the Honorary Secretary shall cause to be posted at each institution notice of the date of such Annual General Meeting. The fact that any member was unaware of the time and place of any Annual General Meeting shall not invalidate any resolution passed or thing done at such meeting.
- (b) At the same time Honorary Secretary shall cause to be forwarded to each member of the

Association a copy of the Chairman's report, an audited statement of accounts and a copy of the Minutes of the last Annual General Meeting.

22. No business shall be transacted at any Annual General Meeting unless a quorum of Full Members is present at the time when the meeting proceeds to business and such quorum shall consist of not less than twenty Full Members present.

#### Voting Procedure

- (a) Every question to be determined in General Meeting shall be determined by a majority of votes, each Member present having one vote and the President or Vice President, acting in his stead having in addition to his own vote, a second or casting vote.
  - (b) A declaration by the President or Vice President, acting in his stead at any General Meeting that a resolution has been carried upon a show of hands shall be conclusive and any entry to that effect in the minute book of the Association shall be sufficient evidence of that fact.
23. If within half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be dissolved and shall stand adjourned to the same day in the next week at the same time and place, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the Full Members present shall be a quorum.

#### Extraordinary General Meeting

24. The Executive Committee shall, if in their opinion the occasion warrants or on the representation of twenty Full Members of the Association, call an Extra-ordinary General Meeting of the Association. Notice in writing of the intention to hold such a meeting shall be sent to each institution at least seven days before the date of such meeting. Such notice shall specify the agenda for such meeting.

#### Loss or Damage to Association Property

25. Any member who shall damage, or through carelessness shall loss or destroy any property of the Association shall repair or replace such property at his own cost, and he/she shall become chargeable for the amount or value of the property. In the case of a guest, his/her host will be similarly responsible.

#### Discipline

26. (a) It shall be the duty of every member of the Executive Committee, and every member of any Sub-Committee, at all times, to take immediate cognizance of any infringement of

the Rules and by-laws of the Association on the part of any member concerned and bring such infringement to the notice of the Chairman of the Executive Committee.

- (b) If at any time the conduct of a member is such as may seem to prejudice the name or good order of the Association, such member may be called upon to offer an explanation of his/her conduct. Failing a satisfactory explanation, the Executive Committee may order that such member shall
  - (i) if Life Member, cease to be a Member of the Association.
  - (ii) be suspended from the Association and all its privileges for any period not exceeding six months.
  - (iii) if a sport representative, be suspended from that particular sport he/she enters at the time.
- (c) No member may purchase or order anything in the name of the Association without the authority of the Executive Committee.
- (d) Any matters that the Executive Committee considers to be beyond their competence shall be referred to the President for his ruling.

#### Association Liability

- 27. (a) The Association will not be responsible, nor will any member of any Executive Committee or Sub-Committee of the Association be liable, in any capacity, for any injury, loss or damage to person or property suffered by any Member, guest, servant of the Association or other persons.
  - (b) The Association accepts no responsibility for any property of members or visitors.
- 28. The Executive Committee at its first meeting following the Annual General Meeting shall, if it is considered appropriate, appoint a certified firm of auditors to act as auditors of the Association for the ensuing year under such conditions as the Executive Committee shall think fit.
- 29. The Honorary Treasurer shall make a full and true account to the auditors and the accounts of the Association shall be subject to audit at such intervals as the Executive Committee, with the approval of the President, shall determine.

### Acceptance of Advantages

30. Any Members of the Executive Committee or its sub-committees or any sports convenors who, on behalf of the Association, receive or solicit any advantages such as donations, gifts, sponsorships, etc for any sports or recreation functions from other organizations/persons, etc, shall comply with the provisions stipulated in Civil Service Bureau Circular No. 3/2007 & 4/2007 and the Acceptance of Advantages (Chief Executive's Permission) Notice 2007 of the Prevention of Bribery Ordinance (Chapter 201, Laws of Hong Kong). Prior application for approval should be made to Assistant Commissioner (Human Resource) through the Chairman, CSDSA.

### Branch Facilities in Institution

31. To provide recreational facilities for all members in institution, the Association has the Staff Messes in the following locations.
1. **Correctional Services Department Headquarters Staff Mess**  
23/F, Wanchai Tower, 12 Harbour Road, Wanchai, Hong Kong.
  2. **Cape Collinson Correctional Institution Staff Mess**  
Mess Hall, Block E, G/F, Cape Collinson Correctional Institution, Cape Collinson Road, Chai Wan, Hong Kong.
  3. **Lo Wu Correctional Institution**  
163 Ho Sheung Heung Road, Sheung Shui, New Territories
  4. **Hei Ling Chau Staff Mess**  
Mess Block, Hei Ling Chau Treatment Centre, Hei Ling Chau.
  5. **Hei Ling Chau Officers' Mess**  
Officers' Mess Block, Hei Ling Chau Addiction Treatment Centre, Hei Ling Chau.
  6. **Lai Chi Kok Staff Mess**  
5 Butterfly Valley Road, Kowloon.
  7. **Lai King Correctional Institution Staff Mess**  
Mess Block, Lai King Correctional Institution, 16 Wah Tai Road, Kwai Chung, New Territories.
  8. **Tong Fuk Correctional Institution Staff Mess**  
3rd Floor, Block 4, 39, Ma Po Ping Road, Lantau Island.



9. **Phoenix House Staff Mess**  
G/F, SMQ, Phoenix House, Lung Yan Road, Tai Wo Ping, Kowloon.
10. **Pik Uk Staff Mess**  
G/F, Block E, Pik Uk Prison, Clear Water Bay Road, NT.
11. **Siu Lam Psychiatric Centre Staff Mess**  
2/F, Mess Block, 21 Hong Fai Road, Siu Lam, NT
12. **Shek Pik Prison and Sha Tsui Correctional Institution Staff Mess**  
42 Shek Pik Reservoir Road, Shek Pik, Lantau Island.
13. **Shek Pik Prison and Sha Tsui Correctional Institution Officer's' Mess**  
Block R, G/F, 46 Shek Pik Reservoir Road, Shek Pik, Lantau Island.
14. **Stanley Staff Mess**  
91, Tung Tau Wan Road, Stanley, Hong Kong.
15. **Staff Training Institute Staff Mess**  
Room 101, 1/F, East Wing, Staff Training Institute, 47 Tung Tau Wan Road, Stanley, Hong Kong.
16. **Staff Training Institute Officers' Mess**  
Room 102, 1/F, East Wing, Staff Training Institute, 47 Tung Tau Wan Road, Stanley, Hong Kong.
17. **Tai Tam Gap Correctional Institution Staff Mess**  
110, Shek O Road, Hong Kong.
18. **Tung Tau Correctional Institution Staff Mess**  
G/F, Block 3, 68 Tung Tau Wan Road, Stanley, Hong Kong.
19. **Tai Lam Correctional Institution Staff Mess**  
108 Tai Lam Chung Road, Tai Lam Chung, Tung Mun, NT.
20. **Tai Lam Centre for Women Staff Mess**  
110 Tai Lam Chung Road, Tai Lam Chung, Tung Mun, NT.

#### Alteration of Rules

32. No amendments or abrogation of these Rules shall be valid unless approved at an Annual General Meeting or Extra-ordinary General Meeting and by the President.

### Languages

33. These Constitution and Rules of the Association are written in Chinese, with English translation. In the event of any discrepancy arises between the contents of the Chinese version and its English translation, provisions of the Chinese version shall always prevail.

**Job Description**

Title : Complex Convenor Assistant, CSDSA Recreation Complex

Job Summary: Responsible to the Complex Convenor of CSDSA Recreation Complex for daily management of the Complex.

**Description of Duties:**

1. To maintain the ground, facilities and equipment of the Complex clean, tidy and in good condition;
2. To be responsible for the booking/renting arrangement of facilities/equipment and respond to inquires relating to the Complex;
3. To keep register of the names of users;
4. To ensure save deposit into the CSDSA bank account the money paid by users;
5. To keep record of income and expenditure of the Complex;
6. To enforce the safety rules applicable for the use of facilities/equipment;
7. To assist the Complex Convenor in dealing with any others relating to the Complex.

CSDSA Recreation Complex

Charges of Facilities

(w.e.f. 25 May 2018)

Bookings (Telephone) 2813 8091 or (Fax) 2813 1104

Facilities

Item	Charges*
1. Grass Soccer Pitch	\$50 @ hr (# \$80@hr)
2. Conference Room	\$30@hr
3. Barbecue Pit	\$40 each
4. 3-a-side Soccer Pitch	Free(#\$10@hr)
5. Fitness Room	Free
6. Basketball Court	Free(# \$10@hr)

**Remarks:** Opening Hours:  
Monday to Sunday (including public holidays)  
1100hrs. to 2200hrs.

- \* Usage of less than an hour is counted as one hour
- # Charges after 1800 hours (All the spotlights will be turned off at 2200 hours)

**Disclaimer**  
**Correctional Services Department**

**Participation in Competition/Training in HK ( )**

*Part I - Declaration*

I, the undersigned, declare that I am /my spouse/ my children are physically fit to participate in the above-mentioned activity for training and competition purposes. I understand that I am taking part in the said sports activity on a voluntary basis and am not treated as on duty. My /my spouse /my children’s participation in the said activity is at my own risk and I shall bear any consequence that may arise in the course of the said sports activity. I am fully aware that the Hong Kong SAR Government (HKSAR), the Hong Kong Correctional Services Department(HKCSA), or the Correctional Services Department Sports Association (CSDSA) will accept no responsibility or liability for any hurt, injury, or death caused to me /my spouse /my children during the course of the said sports activity. I hereby release and discharge the HKSAR and/or the Commissioner of Correctional Services of Hong Kong and/or the Chairman of CSDSA and/or his staff from any claims that I, my /my spouse /my children’s representatives or my dependants, may have for any hurt, injury, or death so caused to me /my children.

Name of Participant (in Block Letters and Chinese Characters, if any) : \* Mr./Miss/Mrs. \_\_\_\_\_ ( )

Rank and Service No. : \_\_\_\_\_

Institution : \_\_\_\_\_

Contact Telephone No. : \_\_\_\_\_

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

*Part II - Persons to be Notified in Case of Emergency at the Time of the Sports Event*

(1) Name (in Block Letters and Chinese Characters, if any) : \*Mr./Miss/Mrs. \_\_\_\_\_ ( )

Contact Tel. No. & Address : \_\_\_\_\_

(2) Name (in Block Letters and Chinese Characters, if any) : \*Mr./Miss/Mrs. \_\_\_\_\_ ( )

Contact Tel. No. & Address : \_\_\_\_\_

\* Delete as appropriate