



香港女童軍總會
THE HONG KONG GIRL GUIDES ASSOCIATION

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Rules for Camp Site Users

- 1.1 1.1 The Guide Law is the first rule. Appendix 1
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- 1.4 Hygiene and Safety Measures at Headquarters/Centers/Campsites. Appendix 4
- 2 The person-in-charge should fill in the Registration Book and present the Entry Permit to the warden/caretaker upon arrival. The caretaker may request the person-in-charge to show his/her Identity Card for identification.
- 3 Campers should follow the check-in and check-out schedule.

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| Day Camp | 9:00am – 5:00pm |
| Evening Camp | 3:00pm – 9:00pm |
| Residential Camp | 3:00pm – 1:00pm of the next day |

** Campers should check-in before 7:00pm. For security concerns, individual campers must have their identity verified by the person-in-charge before entering the camp.*
4. The opening hours of the facility is from 8:00am – 10:00pm. The main gate will be locked from 11:00pm – 8:00am next day.
5. Any campers who wish to leave the camp during the camping period must inform the person-in-charge. In an emergency, the person-in-charge should inform the caretaker before leaving and delegate another person over 21 years old to take up his/her responsibilities.
6. Campers should not entertain any visitors or additional campers without prior permission from the caretaker. If Capacity allows, Day/ Evening camp fee will be charged for any visitors staying over 2 hours. Full camp fee will be charged for any visitors staying overnight. Formal invoice and receipt will be issued by the Association at a later date.
7. Campers must follow the instructions given by the caretaker and carry out activities such as BBQ, campfire, outdoor cooking, etc. in specified areas.
8. Smoking, gambling and illegal activities are strictly prohibited.
9. Do not distribute or sell any tickets or receive any payment for activities without written approval from the Association.
10. Do not put up any advertising posters, signage and promotion materials within the campsite area without written approval from the Association.
11. Do not stick or hammer notices on walls, doors and pillars. Please use the notice board.
12. Do not remove or take away any furniture or equipment in the campsite without approval from the caretaker.
13. Please study the operation procedures carefully before using any equipment. Campers have to pay for any damage caused.
14. The Association will not in any way be responsible for injury, death, loss or damage to the persons or properties caused by the campers.
15. All accidents or incidents of loss or damage occurring during activities must be reported to the caretaker.
16. Please keep the campsite clean.
17. Save energy. Please switch off all lighting and air-conditioners when leaving the hall and dormitories.
18. Please switch off lights in the dormitories and keep quiet after 11:00pm.
19. Smoking, setting up fire, lighting candles or any inflammable substances inside the campsite buildings is strictly prohibited.
20. No parking spaces are provided.
21. For bad weather arrangement users should refer to Extreme Weather Condition Arrangement on HKGGA website.
22. The Association reserves the right to cancel any booking at any time prior to the date of use. Full refund will be made.
23. If the campers fail to obey or abide by, any of the provisions of these Terms and Conditions, the Association reserves the right to terminate all activities and request the campers to leave the premises instantly without refund.
24. For complaints or suggestions, please write to the Properties Executive.
25. The Association reserves the right to alter/amend any rules as stated herein.

Appendix 1 The Guide Law is the first rule

As a Guide

1. I will be reliable, honest and trustworthy.
2. I will be use my resources wisely and help others.
3. I will be true to myself and respect the opinion of others.
4. I will face challenges and learn from my experiences.
5. I will care for nature and all living things.
6. I will be friendly and a sister to all Guides.

As a Brownie

1. I will care for my home, my community and myself.
2. I will do a Good Turn every day.

Appendix 2 Pok Hong Campsite

1. All items must be washed in the washing trough.
2. Tents should be removed or brailed every morning.
3. Check, count and remove all camping pegs.
4. No digging within the campsite.
5. Extinguish all flames after the campfire and clean up the site by the next day.
6. Do not enter offices and storerooms or take away any articles without permission.
7. The hall is reserved for scheduled activities only. (Except under special weather conditions)
8. All campers should remain indoors in case of heavy rainstorms or thunderstorms.
9. For bad weather arrangement users should refer to Extreme Weather Condition Arrangement on HKGGA website.
10. Archery activities must be conducted under the supervision of a qualified instructor.

Appendix 3 Leung Sing Tak Sea Activities Training Centre

1. Users must return the boats and other equipment to the Centre on time. All payments made are not refundable.
2. Users participating in aquatic activities must wear canvas shoes and standard lifejackets. The Centre staff may refuse users to participate in activities if they fail to comply.
3. Users participating in aquatic activities must present to the staff their related swimming certificates beforehand. The instructors or the person-in-charge should evaluate the health conditions of the participants to ensure safety.
4. Except qualified instructors assigned by the Association, all instructors must present to the staff their relevant certificates or licenses in boat piloting and handling. The Association may refuse to provide equipment for anyone who fails to comply without refund.
5. Users under the age of 18 who wish to participate in aquatic activities must present to the staff a written consent from their parents or guardians.
6. No swimming and fishing within the waters of Tai Mei Tuk.
7. The staff would hoist the 'N' flag at 12:00 noon and 3:30 pm which signals the termination of all aquatic activities. Participants must return to the Centre as soon as possible.
8. All users must clean the boats and equipment following the instructions given by the staff and return all equipment to their corresponding places.
9. For bad weather arrangement users should refer to Extreme Weather Condition Arrangement on HKGGA website.
10. Users must terminate all aquatic activities if any listed conditions in 9 arise and return to the Centre immediately.
11. Cut-off time for weather announcement made by the Observatory is 7:00am for day uses and 3:00pm for evening uses.
12. The staff reserves the right to terminate any activities due to safety reasons.

Appendix 4 Hygiene and Safety Measures at Headquarters/Centers/Campsites.

Hygienic measures enacted by the Association:

1. Doors and windows are opened during cleaning operations.
2. All surfaces are washed and wiped with diluted bleach (mixing 1 part of bleach with 99 parts of water).
3. Mat at the entrance is disinfected daily.
4. When cleaning places contaminated with vomit, staff are required to wear facemask and gloves. Vomit should be wrapped in plastic bags before disposal.
5. Covers of elevator's button are cleaned once every four hours.
6. Toilets are cleaned three times a day as scheduled. Flushing mechanisms are checked to ensure their proper functioning. Liquid soaps, toilet paper and wrapping paper is provided and checked regularly.
7. Refuse bins with lids are emptied daily.
8. Plastic covers are provided for microphones.
9. Each camp user is given a set of clean sheet and pillow case. Users at the Pok Hong Campsite are required to bring along their own sheets before borrowing of sleeping bags.

Hygienic measures for users:

1. If the instructor/person-in-charge notices a participant/camper is not feeling well before the activity begins, s/he should arrange for them to go home.
2. If the instructor/person-in-charge notices a participant is not feeling well during the activity, s/he should arrange for them to go home.
3. Maintain good personal hygiene:
 - 3.1 Cover nose and mouth while coughing or sneezing.
 - 3.2 Respiratory tract secretions (e.g. saliva, spit or vomit etc) should be disposed of in plastic bags.
 - 3.3 Wash your hands with soap and water immediately if contaminated with respiratory tract secretions.
 - 3.4 Flush the toilet with the lid closed and wash hands immediately.
4. Use serving chopsticks when sharing meals with other persons.
5. Bring along insect repellent.

Safety measures:

1. Campsite staff have received basic first-aid training. The first-aid kit is provided in campsite/center for the treatment of minor injuries only.
2. If any participants are involved in an accident or suffer from severe illness, please contact the staff to call for an ambulance.
3. If any incident of fighting or theft occurs, please inform the staff to contact the police for assistance. Person-in-charge/instructor must ensure campers/participants are in a safe places until the police arrive.
4. Smoking is strictly prohibited in all centers and campsites.
5. Adults must be present while children are cooking in the kitchen. Do not leave cookers unattended.
To prevent accidents, not more than ten people are allowed to use the kitchen at a time, except Badgework Centre.
6. In case of fire or when the fire alarm rings, instructor/person-in-charge should gather all participants and evacuate to a safe open space by using stairs (e.g. the main entrance). S/He should report to the staff whether or not all participants are present. Activities may only continue after the buildings had been declared safe by firemen.