The Hong Kong Institute of Education  
Department of Physical Education & Sports Science  

The HKIEd Sports Club

1. **Aims**

To enhance linkage with alumni, to acknowledge contributions of the “Friends of the Institute”, and to promote goodwill amongst staff family members, the Institute establishes the HKIEd Sports Club in the summer of 2001.

2. **Eligibility**

The following groups are eligible to apply for the Sports Club membership:

A. **HKIEd Alumni**
   Graduates of HKIEd and alumni of the former colleges of education who have registered with the Alumni Affairs Secretariat of Communications and Institutional Advancement Office, with the exception of graduates of self-funded courses.

B. **Friends of the Institute**
   Former staff of the colleges of education and the Institute who have registered with the Communications and Institutional Advancement Office.

C. **Staff Family Member**
   Up to 4 immediate family members of serving staff including either:
   - parents or
   - siblings or
   - senior children aged above 21 years.

3. **Annual Fee**

   A. **HKIEd Alumni**
      HK$500 *(HK$250 for Institute Visa Card Holders)*
   
   B. **Friends of the Institute**
      HK$250

   C. **Staff Family Member**
      HK$250

   * Half price for application received after 1st March of the following year.

4. **Membership Duration**

   One year beginning from 1st September to 31st August of the following year.

5. **Usage of Facilities**

   i. Sports Club membership card holders may book to use the sports facilities either in person at the service counter of the Amenities & Sports Complex and the HKIEd Sports Centre or over telephone (29488844) up to one week in advance subject to availability. The booking fee will be charged at staff rate.
ii. Court reserved through telephone booking would be confirmed upon payment of appropriate fees not less than 15 minutes before the booked time or else the booking will be considered cancelled without prior notification.

iii. Facilities have not been taken up within the first 15 minutes of the reserved time would be opened for booking thereafter. For cancellation of booking, notification must be made 48 hours in advance of the booked time.

iv. To ensure the best use of the sports facilities, users are expected to follow the booking and cancellation procedures. The Department of Physical Education & Sports Science reserves the right to suspend further booking by members who fail to show up or comply with the cancellation regulation.

v. For opening hours, booking procedures, charges and other regulations regarding the usage of the sports facilities, please contact our counter staff at 2948 8844.

vi. Sports Club members may bring a maximum of 4 paying guests at any one time. A guest fee of HK$ 20 per visitor will be charged.

vii. Users should observe and follow the rules and regulations regarding the use of sports facilities.

viii. The Department of Physical Education & Sports Science reserves the right to close the facilities without prior notice.

6. **Application Procedure**

i. Application forms can be obtained at the Amenities & Sports Complex Service Counter, LP2, Amenities & Sports Complex, Block E, The Hong Kong Institute of Education.

ii. Please enclose the following documents:

   a. a crossed cheque of appropriate fee made payable to “The Hong Kong Institute of Education”;
   b. TWO photographs (1½ x 1);
   c. a self-addressed stamped envelope;
   d. a copy of your valid Institute Visa Card (if appropriate).

   Please return the completed application form to:

   E-LP2-16
   Amenities & Sports Complex
   The Hong Kong Institute of Education
   10 Lo Ping Road
   Tai Po, NT

iii. Incomplete application form will not be accepted.

iv. Applicant will be invited to collect the membership card at the Amenities & Sports Complex Service Counter in about 2 weeks time.

FOR ENQUIRIES, PLEASE CALL 29488230
AMENITIES & SPORTS COMPLEX
Application for the HKIEd Sports Club Membership Card

Name of Applicant: Prof./Dr./Mr./Mrs./Ms. ____________________________
Name in Chinese: __________________ HKID Card No.: ________________
Status: (Please ‘✓’ as appropriate)
☐ Alumni:
   Year of Graduation: ___________ Programme: _________________
☐ Friends of the Institute:
   Period of Service: ______________ Dept.: ____________________
☐ Staff Family Member:
   Staff Name: _________________ Staff No.: ________ Dept.: ____________
   Relation with staff member:
   ☐ children aged above 21 years ☐ parents ☐ siblings
Correspondence Address:

Telephone No.: ______________ (Home) ______________ (Office) ____________ (Mobile)
E-mail Address: __________________
Institute Visa Card Holder: ☐ Yes (please enclose a copy of your Institute Visa Card) ☐ No

Personal Information Collection Statement:
1. The information provided by you will be used for purposes relating to the administration in the Department of Physical Education & Sports Science.
2. The Department of Physical Education and Sports Science may give some of the information to other parties within the Institute relating to your usage of our facilities and courses taken.
3. Subject to exemption under the Personal Data (Privacy) Ordinance, you have the right of access and correction with respect to personal data.
4. Request for personal data access and correction should be addressed to the Physical Education Officer, Amenities & Sports Complex.

Date: _______________ Signature: _______________

Note: Please attach an additional photograph for membership card
(for office use only)

Registered with Alumni Affairs Secretariat: ☐ Yes ☐ No
Cheque No.: __________________ Membership No: _________________
Approved by: __________________ Date: __________________