

Facilities Open to Outside Bodies

Grantee: Hong Kong Softball Association (HKSA)

No. of facilities open to Outside Bodies		Time slots open to Outside Bodies	
Facilities	No. of facilities	Opening time slots	Time slots for priority booking
Softball field	1	Mon-Friday¹	
		9am - 5pm	9am - 5pm
Batting machine ²	1	Mon-Friday¹	
		9am - 5pm	9am - 5pm

1. Except the 1st, 2nd & 3rd holiday day of Lunar New Year
2. Proof of basic batting technique is required for hiring of batting machine

Remarks:

1. The HKSA has the rights to reserve the facilities in advance for its own activities.
2. Total 160 hours per month are open to Outside Bodies including schools, non-governmental organizations, government departments, youth & uniformed groups and National Sports Association.
3. Weekday evenings and Saturdays & Sundays are normally reserved for softball league games and trainings organized by the HKSA.

Annex II

Fees and Charges for the Use of Facilities by Outside Bodies

Grantee: Hong Kong Softball Association

Facilities	Normal Fees and charges (Full rate)	Fees and charges for Outside Bodies (Concessionary rate)
Softball field	9am – 5pm	9am – 5pm
	\$500/hour	\$100/hour
Batting machine	9am – 5pm	9am – 5pm
	\$200/hour	\$80/hour

Remarks:

The HKSA reserves the rights to adjust the above fees and charges.

**Application Requirements for the Use of Facilities by Outside Bodies
Grantee: Hong Kong Softball Association (HKSA)**

(1) Application form to be used

A copy of facility booking form shall be used and a copy of which is attached at Appendix 1 for reference

(2) Booking procedures for normal booking

Applicants must submit the completed booking forms by fax or in person to the office of HKSA at Tin Kwong Road at least 14 days before the date of use of the facilities. The applications will be processed on a first-come-first served basis.

(3) Booking procedures for "priority" booking

Applicants must submit the completed booking forms by fax or in person to the office of HKSA at Tin Kwong Road at least 21 days before the date of use of the facilities. The applications will be processed according to the priority of applicant, i.e. outside bodies shall have priority over the use of facilities. The applications will be processed on a first-come-first-served basis.

(4) Processing time

Applicants will be informed of their application results within 7 days upon receipt of the completed booking forms.

(5) Methods of payment

Payment has to be made before the use of the facilities and can be made by cheque or cash.

(6) Terms and conditions of using the facilities

Users of our facilities, and/or participating in the activities organized by the HKSA are at their own risk. The HKSA is not responsible for any loss, damage, liability or injury, arising therefore. Users must comply with the rules and regulations of the HKSA and failing which may result in denial of use of the facilities. Users are advised to take out insurance at their own expenses.

(7) Contact

For enquiry, please contact our Administrative Assistant Ms. Carol Lee

Phone: 2711-1167

Fax: 2715-8879

Email: info@softball.org.hk

Remarks:

The HKSA reserves the rights to revise the application procedures if consider necessary.

**Junior Membership Scheme
Grantee: Hong Kong Softball Association**

(1) Application form to be used

Applicants should use to membership application form and a copy of which is attached at Appendix 2 for reference.

(2) Enrolment requirements

Junior Member: Aged under 16

Ordinary Member: Aged 16 or above

(3) Amount of entrance and monthly membership fee payable

Entrance fee: Nil

Annual membership fee for Junior Member: \$10 per person

Annual membership fee for Ordinary Member: \$100 per person

(4) Number of junior members to be enrolled at any one time:

Not exceeding 30% of the total membership of the HKSA.

(5) Application procedures

Applicants should submit the completed membership application forms together with a recent photo and the membership fees to the office of the HKSA at Tin Kwong Road, Kowloon.

(6) General rules/ conditions that the members need to follow

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(7) Publicity plan

To promote the Scheme through the association's website.

Remarks:

The HKSA reserves the rights to revise its membership scheme including the membership fees.

Annex V

**Facilities Open to Players or Representative Squads of
Hong Kong Softball Association (HKSA)**

Grantee: Hong Kong Softball Association

Facilities open to players or representative squads of HKSA		Time slots available for players or representative squads of HKSA	
Facilities	No. of facilities	Mon- Friday	Saturday and Sunday
Softball field	1	5pm - 10pm	9am - 10pm
Batting machine	1	5pm - 10pm	9am - 10pm

Remarks:

A total of 204 hours per month are available for players and representative squads of HKSA for softball league games and the training.

Annex VI

Fees and Charges for the Use of Facilities by Players or Representative Squads of Hong Kong Softball Association (HKSA)

Grantee: Hong Kong Softball Association

Facilities	Fees and Charges for the Use of Facilities by Players or Representative Squads of HKSA	
Softball field	9am – 5pm	5pm – 10pm
	At Concessionary Rate	At Concessionary Rate
Batting machine	9am – 5pm	5pm – 10pm
	At Concessionary Rate	At Concessionary Rate

Application Requirements for the Use of Facilities by Players or Representative Squads of Hong Kong Softball Association (HKSA)

Grantee: Hong Kong Softball Association

(1) Booking procedures

The bookings should reach the HKSA at least one month in advance.

(2) Fees and charges:

Notional charges at concessionary rate

(3) Terms and conditions of using the facilities

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(4) Contact

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Fax: 2715-8879

Email: info@softball.org.hk

Remarks:

The HKSA reserves the rights to revise the application procedures if consider necessary.

Application Requirements for the Staging of International Events

Grantee: Hong Kong Softball Association

(1) Booking procedures

The booking should reach the HKSA at least six months in advance.

(2) Fees and charges:

Notional charges at concessionary rate

(3) Terms and conditions of using the facilities

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(4) Contact

For enquiry, please contact our Administrative Assistant Ms. Carol Lee

Phone: 2711-1167

Fax: 2715-8879

Email: info@softball.org.hk

Remarks:

The HKSA reserves the rights to revise the application procedures if consider necessary.