

## Facilities Open to Outside Bodies

### Grantee: Hong Kong China Softball Association (HKCSA)

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	<b>Monday-Friday<sup>1</sup></b>	
		9am - 6pm	9am - 6pm
Batting machine <sup>2</sup>	1	<b>Monday-Friday<sup>1</sup></b>	
		9am - 6pm	9am - 6pm

1. Except the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> holiday day of Lunar New Year

2. Proof of basic batting technique is required for hiring of batting machine

#### Remarks:

1. The HKCSA 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 (listed on Education Bureau school lists), 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 HKCSA.

## Annex II

### Fees and Charges for the Use of Facilities by Outside Bodies

#### Grantee: Hong Kong China Softball Association

Facilities	Normal Fees and charges (Full rate)	Fees and charges for Outside Bodies (Concessionary rate)
Softball field	9am – 6pm	9am – 6pm
	\$250/hour	\$100/hour
Batting machine	9am – 6pm	9am – 6 pm
	\$140/hour	\$80/hour <sup>#</sup>

# At lease booking one hour with softball field is a must

#### Remarks:

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

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

**(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 HKCSA 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 HKCSA 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 must 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 HKCSA are at their own risk. The HKCSA is not responsible for any loss, damage, liability or injury, arising, therefore. Users must comply with the rules and regulations of the HKCSA 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 us:

Phone: 2711-1198/ 2711-1876/ 2711-1167

Fax: 2715-8879

Email: [info@softball.org.hk](mailto:info@softball.org.hk)

**Remarks:**

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

**Junior Membership Scheme**  
**Grantee: Hong Kong China 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 18

Ordinary Member: Aged 18 or above

**(3) Amount of entrance and monthly membership fee payable**

Entrance fee: Nil

Annual membership fee for Junior Member: \$200 per person

Annual membership fee for Ordinary Member: \$400 per person

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

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

**(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 HKCSA 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 HKCSA reserves the rights to revise its membership scheme including the membership fees.

## **Application Requirements for the Staging of International Events**

### **Grantee: Hong Kong China Softball Association**

**(1) Booking procedures**

The booking should reach the HKCSA 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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**Remarks:**

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