

Sports Facilities Booking Rules and Regulations

1. Permitted Sports Facilities Venue Booking

- Football Field Half A (nearest to University building)
- Football Field Half B
- Basketball/ Volleyball Court Half A (nearest to tennis court)
- Basketball/ Volleyball Court Half B
- Multi-sports court
- Tennis Court
- Jogging Trek

2. Operating Days & Times

Weekdays: **7:00 am – 10:00 am**; and **4:00 pm – 7:00 pm**

Weekends and Public Holidays: **Closed**

3. Permitted Individuals to Use

The booking and utilization of the Sports facilities are only permissible by **students of Sunway University / Sunway College, and staff of Sunway University / Sunway College / Sunway International School**; unless permissions are granted by the Management.

4. Permitted Booking Slots

- Football Field Half A (nearest to University building) – **maximum of 1 hour per day only**
- Football Field Half B – **maximum of 1 hour per day only**
- Multi-sports Court – **maximum of 1 hour per day only**
- Tennis Court – **maximum of 1 hour per day only**
- Jogging Trek – **maximum of 30 minutes per day only**

5. Maximum Number of Users Per Slot

- Football Field Half A (nearest to University building) – **14 users**
- Football Field Half B – **14 users**
- Basketball/ Volleyball Court Half A (nearest to tennis court) – **8 users**
- Basketball/ Volleyball Court Half B – **8 users**
- Multi-sports court – **16 users**
- Tennis Court – **4 users**
- Jogging Trek – **10 users**

6. Permitted Types of Sports Activities

Sports facility	Activity allowed	Notes
Football Field Half A	Archery Athletics Baseball Captain Ball Cricket	<ul style="list-style-type: none"> Match games are ALLOWED. Any shared team sports equipment MUST to be sanitized before and after usage. Users are to practise personal hygiene at all times. Practise physical distancing*. ONLY users are allowed to enter the sports facility. Spectators are NOT ALLOWED at the sports facility. Users are required to put on face masks before and after the sports activity. Face mask are allowed to be taken off while exercising or playing the sport.
Football Field Half B	Football Frisbee NERF Rugby	
Multi-sports Court	Basketball Dodgeball Handball Netball	
Basketball/ Volleyball Court	Basketball Volleyball	
Tennis Court	Tennis	
Jogging Trek	Jogging Brisk walk	<ul style="list-style-type: none"> Users are to practise personal hygiene at all times. Practise physical distancing*. ONLY users are allowed to enter the sports facility. Spectators are NOT ALLOWED at the sports facility. Users are required to put on face masks before and after the sports activity. Face mask are allowed to be taken off while exercising or playing the sport.

***Physical distancing of AT LEAST 1 METRE must be practised at all times – before & after**

Students/Staff who violates the above-mentioned rules (i.e. physical distancing) will face the following consequences below:

- First time violation** – User will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.
- Second time violation** – User will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.

7. Booking Period

Every booking must be done **AT LEAST 24 hours** before actual time of usage. Every booking **CANNOT** be made more than **2 weeks** in advance.

8. Booking Directory Information

Students (on campus): Log into iZone >> Services >> Sports Facilities Booking

Students (off campus): Write and send in your booking requests to sports@sunway.edu.my

Staff: Log into VINE >> E-Applications >> Sports Facilities Booking

9. Booking Confirmation

A booking is **ONLY** confirmed once you (user) received a confirmation email from the Sport Office.

The individual who has made the sports facilities booking **MUST** be present at the reserved venue. Otherwise, the booking will be forfeited.

10. Advance Bookings

An advance booking (e.g. more than 1 week in advance) can be made by submitting the “*Sports Facilities Booking Form*” which is made available at the Sports Office of Student LIFE Centre. All advance bookings are subjected to approval.

11. Sunway Programmes’ Bookings

For any Sunway programme that wishes to organise their own sporting activities on weekdays between 10:00 am to 4:00 pm, the programme **MUST** submit a proposal and “*Sports Facilities Booking Form*” to the Sports Office staff detailing their planned activities.

All proposals and booking requests **MUST** be submitted **at least 21 days in advance**.

Each programme is allowed to organise **no more than two (2) internal sports activities per year**.

Approval for bookings are at the discretion of Sports Office staff.

The staff in-charge **MUST** be on site for supervision purposes until every user leaves the premise.

12. Failure to Turn Up

Reserved court time **will be forfeited** if the facility is not utilized **in the first 10 minutes** of the booking period.

13. Cancellations & Absence

Cancellation of bookings should be made **AT LEAST two (2) working days** before the actual booked day.

Students/ Staff who are absent without any valid reasons for their bookings of any sports facilities will face the following below:

- **First time violation** – Warning by the Management.
- **Second time violation** - User will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.
- **Third time violation** – User will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.

14. Cross Bookings

Students/ Staff are allowed to book one facility at a given time. No cross bookings will be entertained.

- **First time violation** – User will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.
- **Second time violation** – User will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.

15. Booking under Another Student ID

Students are **PROHIBITED** to use another student's ID or password to book any sports facilities.

- **First time violation** – Both students involved will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.
- **Second time violation** – Both students involved will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.

16. Leaving on Time

All users are to vacate the facility once their time is up. This is to accommodate the next scheduled booking to proceed without any undue delays.

17. Before Usage

Users are required to report any damages of the facilities to the relevant Sports staff before utilising them.

18. Lights

Lights will not be switched on without any prior bookings.

19. Other Compulsory Requirements for All Users

- Users are to always wear appropriate footwear for all sporting activities. Marking sole shoes, muddy shoes or metal spikes are **STRICTLY PROHIBITED** at any sport facilities.
- Users are to always wear appropriate sports attire for all sporting activities.
- Users are required to bring their own sports equipment (i.e. racquet, balls, etc.) for their games/tournaments.
- Users are required to put on face masks before and after the sports activity. Face mask are allowed to be taken off while exercising or playing the sport.

20. External Teams / Players are **STRICTLY NOT ALLOWED**.

Users who booked any Sunway University sports venue facilities will be held responsible for any external players (e.g. non-Sunway students/staff) who are using the facilities without permission.

- **First time violation** - User will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.

- **Second time violation** – User will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.
- **Third time violation** – User will be **restricted** from booking any sports facilities venues **permanently** and will be **reported to programme head (student) / HR (staff)**.

21. Lightning Warning & Evacuation Due to Weather Condition

Users are required stop all outdoor activities and evacuate the field & sports courts immediately when a 15 second blast from the horn & continuous flashing strobe lights is turned on. Remain indoors until 3 short blasts from the horn is blared and strobe lights stops flashing.

The sports facilities will be closed at the first sign of impending rain or a thunderstorm. Security and Sports Office staff has the authority to suspend all activities and vacate the sports facilities when deemed necessary.

22. PROHIBITED Items

STRICTLY NO food, alcohol, chewing gum, or smoking of any tobacco products/ electronic cigarettes is allowed at the premises.

- **First time violation** – **Warning** by the Management.
- **Second time violation** - User will be **restricted** from booking any sports facilities venues for a period of **two (2) months**.
- **Third time violation** – User will be **restricted** from booking any sports facilities venues for a period of **twelve (12) months**.

23. Damages at Court and Field

Users are **PROHIBITED** from bringing any furniture into the sports facilities (e.g. tables and chairs), as they will damage the surface of the venues.

Users are also **PROHIBITED** from using tapes or creating their own markings at the sports facilities as well as painting and line marking the football field or use of corner flags or other objects.

Any irregularities or damages (to the football field, multi-sport courts, tennis court and jogging trek) must be reported to the Sports Office before leaving the premises or these will be charged to the user who booked the sports facilities.

24. Injury and Liability for Accidents

Users are responsible for their own safety during their stay/usage at the Sunway University sports facilities premises. The Management **WILL NOT** be held responsible or liable for any injuries.

Users are to be entirely responsible for their own belongings and safety during the use of the sports facilities.

Suppose a ball is hit onto a vehicle or someone near the football field. The at-fault person who hit, kicked, or threw the ball will have to come forward and offer to pay for the damages or the deductible. The at-fault person **MUST** make a report at the Security office.

Accidents are possible. The Management does not accept any responsibility for any loss, injury or damage sustained by anyone or to the property of anyone using or visiting the premises.

In conclusion, the Management will not accept responsibility or liability for any damages to or losses of property or articles whatsoever which have been left in the centre or any part thereof by the user.

25. Disciplinary Action

Serious misconduct or misbehaviour by student/ staff such as fighting, racial abuse, harassment, use of illegal substances, damage to property, verbal or physical abuse towards any staff associated with the Sports facilities.

- **First time violation** – User will be asked to **leave the facility and all privileges** (both booking and usage) will be revoked. User will also be **reported to programme head (student)/ HR (staff)**.

Students / Staff found to be hiring out the facilities for monetary gain will face the following below:

- **First time violation** – Immediate ban from booking facilities without any exception. User will also be **reported to programme head (student)/ HR (staff)**.

26. Other Notes

- Equipment are to be safely lifted, carried or wheeled when required and not to be dragged across the surface of the facilities all times.
- Equipment are to be returned to its original position after finished using them.
- All goals/ posts are to be used for the purpose for which they were intended.
- No animals are allowed on the premises, except for Assistance Dogs.
- No bicycle or other vehicles allowed on any of the sports facilities.
- No hanging on the goalpost/ basketball rim.

27. Team Sunway and Sport Club's Weekly Practice Session

For any Team Sunway or sport clubs' weekly practice sessions, you must get approval from the Sport Office of Student LIFE department should any of your practices exceed 7pm.

28. Further Inquiries

For any other inquiries, please email to sports@sunway.edu.my.