



## Camp Rules and Regulations

### A. Reservation

For registered local organizations or local groups only. Registration proof is required to submit to the camp office.

1. To check the vacancy, please call 2792 4516 or email [wyccamp@ymca.org.hk](mailto:wyccamp@ymca.org.hk). Or please complete the “Booking Inquiry” form and send to the camp office of Wu Kai Sha Youth Village by mail or by hand to.
  - Eligible outside bodies including schools registered under Education Bureau, Non-Governmental Organizations under Social Welfare Department, National Sports Association affiliated to its International Sports Federation and the Hong Kong Sports Federation and Olympic Committee, Uniform or Youth Groups donated by the Home Affairs Department and other Government Department could make the booking within 7 months of camping period on a first come first-served basis;
  - Other organizations and groups could make the booking within 6 months of camping period.
2. The Wong Yi Chau Camp will reply through mail and attach with an Application Form if the camp is available on the requested date(s). The reservation process is completed only after the applying organization has completed the application form and has paid the deposit (50% of the total camp fee) by designated date of payment. If the organization fails to pay on the due date, its reservation(s) is considered as self-forfeiting and the requested camping dates will be opened to application without notice.
3. The Representative of the organization or group should be aged 21 or above and he/she must stay in the camp during the camping period.
4. The camp fee balance should be paid three months before the camping date(s). Other charges, such as catering and ferry charges should be two weeks before the camping date(s). If the organization fails to pay on the due date, its application(s) is considered as self-forfeiting immediately. The deposit will NOT be refunded.
5. Payment should be made according to the latest adjustment.
6. A minimum order of one meal is required for every overnight booking.
7. To change the camp date, a written application should be made at least 3 months before the camping period, the camp will confirm the application by written reply (Paid fee are nonrefundable or non-adjustable) ◦



- For reducing the amount of reservation, the deposit difference will charge as admin fee.
- Application will be accepted within 3 months and full payment is required.
- Changes can be made once only within 6 months or by the end of financial year. (Starting from April each year).

**B. Transportation**

1. The camp is located at the outer island of Sai Kung. To access our camp, the organizations or groups have to take the Kaito Ferry service holding with the corresponding license issued by the Transport Department.
2. For special arrangement, a written application is required 1 month before the camping date(s). If the application is successful, a written confirmation will be received.

**C. Protocols for Inclement Weather and Camp Temporary Closure**

1. The inclement weather policy according to the warning signal hoisted by Hong Kong Observatory :

Warning Signal	2 hours before check-in*	During camping
Standby Signal No.1	Refer to the forecast of Hong Kong Observatory and the Kaito Ferry service	Refer to the forecast of Hong Kong Observatory and the Kaito Ferry service
Strong Wind Signal No.3 or above	Cancel or Postpone	Leave the camp immediately
Amber Rainstorm Warning Signal	Carry On	Stay Put
Red and Black Rainstorm Warning Signal	Cancel or Postpone	Stay Put
Strong Monsoon Signal	The whole period of camp will be cancelled if the Kaito Ferry service is suspended	Stay Put

\*In general, 12:00nn for overnight campers and 7:00 am for day campers.

2. If the above warning signals are not in force and the camping organization or group cancel its camp, the camp fee are non-refundable.
3. For postponement or refund due to the above warning signals or temporary closed down by irrefutable reasons , the organizations or groups should send the receipts and the complete



Application form to the camp office within 7 days of the starting date of the camping period. Postponement should be arranged within 6 months or by the end of financial year (Every April to March of next year), no further arrangement for overdue.

#### D. Camp Rules

1. The Wong Yi Chau camp is a self-service camp ground, campers are also responsible to keep the environment clean, serene and should not damage any public property.

##### Dormitory

- Campers should close all the door, window and switch off the electric devices before leaving the dormitory.
- Domestic waste should be disposal to the designated collecting bin or bags. Do not discard garbage into the toilet.
- All the furniture and beddings (bed sheets, pillow case and mattress) should not be moved without permission.
- Beddings should not be stained, damaged or left on the floor.
- Eating and Drinking is prohibited inside the dormitory.
- Be considerate, please keep the sound volume down after 11:00pm.
- The check-out time at 1:00pm, please place all the used beddings on the cabin table and the garbage inside the collecting bins. The representative of the organization or group has to return the key(s) to the camp office and settle the payment (if any) at 1:30pm.

##### Activity Room

- After using the activity room, the organization or group is responsible to clean and tidy the room. All the furniture should be returned its original state.
- All the organized activities should be end by 11:00pm.
- Campers have to suspend all activities after 11:00pm and required to stay inside the dormitory quietly.
- Turn off the electrical appliance and close all the windows before leaving the activity room.
- Garbage in large amounts or size which are not able to collect by the rubbish bins or bags. The organization or group is required to take away from the camp.



- The representative of the organization or group has to return the activity room key to the camp office when the activity is over.
2. Recreation equipment could be borrow by the representative of the organization or group, please borrow once at the check in time and return once at the check-out time.
3. All borrowed items should be return to the camp office before leaving.
4. Gambling and smoking are strictly prohibited inside the camp site, those who fail to comply will be requested to leave the camp and bear relative legal liability. (The organization or group has to undertake the extra ferry fee.)
5. The representative of the organization or group is responsible to monitor the behavior of their groups during the camping period.
  - The representative should remind their members to follow the rules and regulations.
  - For any damage or loss of the camp property by the campers are obliged to compensate.
  - We reserve the rights to pursue or recover the damages caused by hanging or attaching any items to our property (e.g. wall, windows or lamp post).
  - We reserve the rights to charge the organizations or groups if large amounts or size of trashes were not taken away or the used activity room was not clean up after activity.
  - Cleaning or administration fee will be charged if the bed linings were found dampened or stain by the campers.
6. To avoid dangers and accidents, campers should follow the advice given by the camp staff all the time.
  - Cooking and fire is strictly prohibited inside the dormitory.
  - All ball games could only conduct in the court only.
7. Campers should take good care of their personal belongings, camp site are not liable for any loss or damage of it.
  - Camp site will not provide any storage for frozen food except specific medicine.
8. Flags, notice, logos, slogans or banners are not allowed to be shown in any condition inside the camp site unless it was approved by the camp warden.



- All the flags, notice, logos, slogans, banners or other related items by the organizations or groups have to comply with the latest Hong Kong Law and be removed before leaving the camp site.

#### **E. Meal Arrangement**

1. Campers should take their meal on time, breakfast at 08:30am, lunch at 12:30pm and dinner at 6:00pm. Each meal last for 30mins. The starting time for barbecue should not later than 9:00pm and finishing no later than 11:00pm.
2. The person in-charge should arrange the campers to be seated according to designated “table number”.
3. Each table serve for 10 people with 4 cuisine, the portion will be adjust according to the campers’ quantity. The camp site has provide enough utensils on each table, please do not take it from other tables.
4. Campers have to clean up after each meal including return the utensils, put the food residue to the designated bins and wiping the table.
5. Used barbecue fork should be return to designated bins.
6. All the utensils provided by the camp site are not allow to be taken away from the canteen.

#### **F. Camp site activity**

1. The camp site activity may be affected by the weather condition, the camp site staff hold the rights to determine whether the activity is safe to proceed.
2. Participant’s note:
  - Participants should be aged 11 or above besides specific activity.
  - Wear suitable outfit and protective foot wear which cover toes and heels are compulsory during the activity, no bare foot, flip flops or slippers.
  - During activity, participants must wear the safety gears provided by the camp site (e.g. PFD, harness, helmet or other related safety gear.)
  - Beware of your health condition, do not push yourself beyond the limit.
  - Activity should only be conduct under the instructor recognized by the camp site.
  - Please notify the instructor immediately if feeling unwell or any difficulties.



- Participants should comply with the instructions by the instructors.
3. Camp site activity would only conduct in the designated time, participants should arrive the activity area on time, late comers of over 15mins will consider self-forfeiting.

#### **Self-organized activity**

- If the organizations or groups would organized activities on their own, the representative is highly recommend to evaluate the safety issues and feasibility before start to avoid any dangers. If the staff of the camp site foresee any dangers that may occur during the activity, the camp site holds the rights to stop base on safety concern.
- Chinese YMCA of Hong Kong and staff, instructors, volunteer of the camp site hold no responsibilities on any personal property losses and damages and death on self-planned activity by the organizations or groups.

**Camp site hold the rights to cancel and stop the usage of the camp if the campers violating any of the rules above. Moreover, all the paid fee are nonrefundable.**