

**Scout Association of Hong Kong**  
**Pak Sha Wan Tam Wah Ching Sea Activity Centre**

**Application Guidelines**

**1. Booking Procedure**

- 1.1 Please send the completed application form to Camp Office:  
by Post: 600 Hiram's Highway, Pak Sha Wan, Sai Kung; or  
by Fax: 2358 2177; or  
by e-mail : psw@scout.org.hk  
Enquiry Telephone No.: 2719 8979
- 1.2 Applicant must be Hong Kong citizen aged 18 or above.
- 1.3 Booking of day camp, evening camp, tent camping, residential camp and course which required to arrange instructors within the immediate 14 days of the intended date of use will not be entertained. Booking of crafts and course which do not require to arrange instructors within the immediate 7 days of the intended date of use will not be entertained.
- 1.4 An interim reply will be given within 7 days upon receipt of the application form. Applicant should contact Camp Staff at 2719 8979 if there is no response 7 days after sending the applications.
- 1.5 Successful applicant should receive a "**Debit Note**" and a "**Confirmation Letter**" 4 months before the date of use of the facilities. "**Confirmation Letter**" should be signed and returned within 3 days. The applicant or the representative should be responsible for the total fee once the "**Confirmation Letter**" is signed. Camp fees should be paid within 14 days after the confirmation of the camping date; otherwise, bookings will be considered as automatically withdrawn, but the applicant or the representative is still liable for the payment in arrears.

**A) For the Staging of International Events**

Within 18 months of the date of use of the facilities, applicants must refer to the above 1.1-1.5 procedure. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 12 months before the date of use of the facilities.

**B) For the Designated Outside Bodies**

Designated Outside Bodies includes the below 5 categories;

- i) any school as defined in s.3(1) of the Education Ordinance ( Cap. 279 ); any regulations made thereunder and any amending legislation;
- ii) any non-governmental organization that is receiving recurrent subvention from the Social Welfare Department;
- iii) any "national sports association" which is affiliated to its respective International Federation and is a member of the Sports Federation & Olympic Committee of Hong Kong, China;
- iv) any uniformed group and youth organization that is receiving recurrent subvention from the Home and Youth Affairs Bureau; and
- v) any Government department.

Within 12 months of the date of use of the facilities, applicants must refer to the above 1.1-1.5 procedure. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 5 months before the date of use of the facilities. Time slot for outside bodies booking will be released to the public if no outside bodies application has been received.

### C) For the Others

Within 12 months of the date of use of the facilities, applicants must refer to the above 1.1-1.5 procedure. Applications will be processed on a first-come-first-served basis. Applicants will be informed of their application results 4 months before the date of use of the facilities.

## 2. Method of Payment

Payment should be made by crossed cheque and payable to:

『香港童軍總會 白沙灣譚華正海上活動中心』或

“Scout Association of Hong Kong-Pak Sha Wan Tam Wah Ching Sea Activity Centre”

## 3. Camp Period

Type of Camp	Time of Arrival	Time of Departure
Day Camp	9:30am	4:30pm
Evening Camp	2:30 pm	9:30pm
Residential Camp/ Tent Camping	Arrival Date 3:00pm	Departure Date 1:00pm

*P.S: Campers may require to pay extra day camp or evening camp fee if staying overtime before the arrival time or after the departure time.*

## 4. Camp Capacity

Type of Camp	Minimum	Maximum
Day Camp/ Evening Camp	20 persons	100 persons
Residential Camp	20 persons	68 persons
Tent Camping	20 persons	100 persons

*Day Camp: The minimum booking capacity will be reduced to 10 persons from 1<sup>st</sup> July to 31<sup>st</sup> August, every Saturday, Sunday and Public Holiday (except the 1<sup>st</sup> to 3<sup>rd</sup> day of Lunar New Year).*

*Evening Camp and Tent Camping: The minimum booking capacity will be reduced to 10 persons from 1<sup>st</sup> July to 30<sup>th</sup> August, Saturday and Public Holiday's eve. (except Lunar New Year's eve and 1<sup>st</sup> to 3<sup>rd</sup> eve of Lunar New Year).*

*Residential Camp: The minimum booking capacity will be counted base on the charges of dormitory from 1<sup>st</sup> July to 30<sup>th</sup> August, Saturday and Public Holiday's eve. (except Lunar New Year's eve and 1<sup>st</sup> to 3<sup>rd</sup> eve of Lunar New Year).*

## 5. Bad Weather Arrangement

Nature of Event	Sea Activities	Camp Activities
Warning Signal		
Black Rainstorm Signal / Strong Wind Signal No. 3 or above	Cancelled	Cancelled
Standby signal No. 1	Cancelled	Proceed as usual
Amber Rainstorm Signal / Red Rainstorm Signal	Instructors and the Centre In Charge will decide to hold the course or not on that day. All the participants are required to report to the instructor on time.	Tent Camping: Cancelled Day Camp, Evening Camp and Residential Camp: Proceed as usual
Thunderstorm Warning		Proceed as usual

- 5.1 The arrangement for bad weather depends upon the issuance of the warning signal 2 hours before the check-in time.
- 5.2 If the booking is cancelled due to the bad weather
  - (i) Applicants may reach the Camp Office to reschedule or refund the camp fee within 14 days from the date on which the booking is cancelled. Centre will assist in rescheduling or full/partial refund to the applicant base on the actual condition.
  - (ii) If remaining sea activity is less than half day, no refund or reschedule will be given/ made.
- 5.3 Scout activities should refer to the circular ***“Contingency Measures in Cases of Inclement Weather and Air Pollution”*** in <http://www.scout.org.hk> for more information.

## 6. Others

- 6.1 **To confirm the booking, successful applicants should pay the camp fees before the due date specified on the “Debit Note”.**
- 6.2 Any additional campers/visitors other than the confirmed number of campers will not be entertained or allowed to access to the campsite/Centre.
- 6.3 Sea activities’ participants must possess the relevant qualifications or be led by qualified personnel. If they do not meet the requirements, they will not be permitted to participant in the activity and no refund will be given.
- 6.4 All sea activities must be carried out in accordance with the requirements and rules established by the relevant sports association to ensure safety. Non Scout members are required to complete ***“Declaration for participating Sea Activities & Emergency Contact”***. For details, please contact our Camp Office or refer to ***“Prerequisite Qualification for Craft User”***.
- 6.5 Campers must follow the ***“Camp Rules and Regulations”*** and instructions given by the Camp Staff. The Centre reserves the right to withdraw allocated camp places for those who offend the Rules and no refund shall be made.
- 6.6 Scout units are required to send the information of activities/ trainings (circular or schedule) to the Camp Office before camp. Scout members must wear proper uniform or show their Scout Record Book or relevant documents for identification when reporting. This is to ensure that Scout benefits are not exploited.
- 6.7 Programme-in-charge is required to attend the activities/ trainings.
- 6.8 Centre will be closed on the 1st to 3rd day of Lunar New Year.
- 6.9 The personal data and other related information provided herein will be used by the Camp / Centre for dealing with the application and its related purposes. The provision of personal data and other related information by means of the application form is voluntary. However, submission of inaccurate or inadequate data may cause delay or failure in processing the application.
- 6.10 The Centre reserves the right to reject any application(s) without the need to give any explanation.