

**Procedure for Reserving of HKCRA Coastal Rowing Boat**  
**預留合租用海岸賽艇程序及費用**

**Details of HKCRA Coastal Rowing Boat for Rental (Types, Fees & Qualifications)**

**賽協海岸賽艇租用詳情(艇種、費用&租艇資格)**

The types of coastal rowing boats and respective eligibility for hiring of boats are tabulated as below. All the Coastal rowing boats are stored at RHKYC-KI, YMCA Wu Kai Sa, YMCA Wong Yi Chau & Lantau Boat Club, the user must be a valid Ordinary Member and meet the respective qualifications when using the boat:-可供使用的海岸賽艇種類及資格如下，海岸賽艇均存放在，香港遊艇會-奇力島，YMCA 烏溪沙青年新村，YMCA 黃宜洲青年營，所有使用者都必須是有效的普通會員及符合相關資格方可使用：

可供使用的種類及資格如下，

所有使用者都必須是有效的普通會員及符合相關資格方可使用：

<u>地點 Location</u>	<u>艇種 Type of Coastal Boat &amp; Numbers</u>	<u>收費 Fees</u>
香港中華基督教青年會烏溪沙青年新村 Chinese Y.M.C.A. Wu Kai Sha Youth Village (YMCA-WKS)	海岸雙人艇 Coastal Doubles (2x) :2 海岸四人有舵艇 Coastal Coxed Quads (4x+) : 4	營費\$ 100 / 人 YMCA Camp fee: \$100 / person
香港中華基督教青年會黃宜洲青年營 Chinese Y.M.C.A. Wong Yi Chau Youth Camp (YMCA-WYC)	海岸雙人艇 Coastal Doubles (2x) :2	營費\$ 100 / 人 YMCA Camp fee: \$100 / person
香港遊艇會-奇力島 RHKYC - KI	海岸雙人艇 Coastal Doubles (2x) :2 海岸四人有舵艇 Coastal Coxed Quads (4x+) : 3	/
大嶼山賽艇會-愉景灣 Lantau Boat Club – Discovery Bay	海岸雙人艇 Coastal Doubles (2x) :2 海岸四人有舵艇 Coastal Coxed Quads (4x+) : 1	/

**資格 Qualifications**

- (1) 合資格賽協普通會員; 及
- (2) 持有星際課程四、五星或以上資格; 或
- (3) 持有海岸賽艇課程第三階段或以上資格;或
- (4) 持有星際課程三星或以上資格, 需有合資格二級教練帶領

- (1) Register as Ordinary Membership, AND
- (2) Holder of Galaxy Star 4, 5 Certificate or above, OR
- (3) Holder of Coastal Rowing Course Stage 3 Certificate or / above, OR
- (4) Holder of Galaxy Star 3 Certificate or above, must lead by qualified Level 2 coach

## **Booking Guidelines and Procedures 預訂須知及程序**

1. All applications are only processed on a first-come-first-served basis. Individual (HKCRA Member only) and Clubs' application are accepted.  
申請將採用先到先得的方式處理。個人（屬會會員）或屬會申請同樣受理。
2. Boats can be reserved at least one week in advance of the booking. Please e-mail the application from (Annex A) to [facilitiesmgt@rowing.org.hk](mailto:facilitiesmgt@rowing.org.hk)  
租借艇隻可於最少一星期前提早預約。請將申請表(附件 A)電郵至 [facilitiesmgt@rowing.org.hk](mailto:facilitiesmgt@rowing.org.hk)
3. HKCRA will not be liable for any missing e-mail. Incomplete application form submitted or inappropriate fees paid for reservation will not be further processed. The Clubs should phone up to confirm the receipt of the application with HKCRA.  
賽協將不為任何寄失的電郵承負責。不完整的申請表或未全數支付費用的申請將不會作進一步處理，屬會應致電賽協以確認收妥申請及款項。
4. Confirmation of the application will only be effective if payment is received by HKCRA. Clubs should receive a confirmation e-mail in confirming the reservation of the boat(s). Participants should keep their receipts until the end of the activity.  
賽協確認收到款項後，預約申請才會生效。屬會將收到確認預約艇隻的電郵，參加者須保留收條至該活動結束。
6. Payment Methods: -
  - a) Cash by hand
  - b) Crossed cheque made payable to "Hong Kong, China Rowing Association".
  - c) Directly deposit to the HSBC Account (002-6-187443), please e-mail / fax the payment slip with Reference No. (if using eBanking) to HKCRA with your Club's name written on it.  
付款方式：
    - a) 親身到場以現金付款
    - b) 劃線支票抬頭為“中國香港賽艇協會”。
    - c) 直接存入匯豐賬戶（002-6-187443），隨後請將繳付收據傳真或電郵至賽協。若果使用銀行的網上交易平台，完成付款程序後，請將參考編號、屬會名字等資料電郵至賽協。
7. Under normal circumstances, application from a hirer to transfer a confirmed booking to a different time will be deemed to be a cancellation and the fees paid will be forfeited. However, duty staffs may exercise discretion to permit transfer of confirmed booking on justifiable boats provided by the hirer. Notwithstanding the aforesaid, if a confirmed booking has to be cancelled by the management owing to inclement weather or any unforeseen circumstances, the HKCRA will refund the hiring fee.  
正常情況下，申請者更改已預約的租艇時間，將被視作取消申請，已繳付的款項亦不作退款。不過當值班職員會酌情處理，容許已確認的預約轉用其他尚未使用的艇隻。儘管如此，如果已確認的預約是因惡劣天氣或任何突發情況而被取消，賽協將退還租艇費。

8. Applicant(s) may use of vacant boats that is reserved but not taken up by the original hirer 15 minutes after the starting time, unless no other vacant facility is available for booking at the same time.  
如申請者在租用時段開始後 15 分鐘仍未取艇，將被視作放棄使用權，其他使用者在沒有空置艇隻同時可用的情況下，可以使用該已被預約艇隻。
9. Applicant(s) must return the craft and accessories punctually. Rigging and de-rigging should be taken part within the boat hiring period. Late return of boat will incur additional hiring fee (at an hourly rate).  
申請者須準時將艇隻及配件交還原處，安裝及拆卸器材須在租用時間內進行，逾時須額外繳付租艇費用（以每小時計算）。
10. Applicant(s) must return all hired equipment to the Centre before departure. Should there be any damage or loss, boat users must report to the Centre staff immediately. The HKCRA reserves the rights to claim damages against any hirers whose improper use of the equipment has resulted in damage or loss of the equipment.  
申請者須歸還所有租用器材後方可離開。租用的器材如有損壞或遺失，須即時向中心職員報告。賽協保留對不適當使用器材而引致器材損壞或遺失者提出索償的權利。
11. If Applicant(s), having booked a session, fails to turn up or fully utilize the boat without satisfactory explanation; HKCRA reserves the right to refuse to accept further booking.  
如果屬會預訂後，屆時沒有到場或未有充分使用已租的艇隻而沒有合理解釋，賽協有權拒絕接受後續的預約申請。
12. All applications are subject to the usage condition of the rowing boat facilities, the HKCRA reserves the right to modify the above procedure, the booking time and charges of rowing boat.  
所有賽艇租用，需視乎賽協的使用情況而定。賽協保留更改上述租用程序、時間及收費之權利。