**CHAN SUI KI (LA SALLE) COLLEGE**

**Extra-curricular Activities Section**

**Regulations for Organizing Extra-curricular Activities**

1. **Guidelines on Activities Outside School Premises**

For activities to be held outside school premises, teacher should observe the following procedures in order to ensure the safety of the students concerned:

1. Safety of students is the first and foremost concern in outdoor activities. Teachers should be aware of the potential hazards of outdoor activities and the surrounding environment, and take appropriate precautions to ensure safety.
2. An application form about the details of the outing should be submitted to the principal for approval.
3. A letter bearing the signature of the principal should be given to parents of the students concerned. The reply slips should be collected and kept by the teacher advisors until the end of the activity.
4. ‘Guidelines on Outdoor Activities’ issued by the Education Bureau should be read and followed. Guidelines on organizing outdoor activities and responsibilities of the school heads and teachers/instructors are provided in Chapter One, *Notes for School Heads and Teachers/Instructors*. Principles regarding planning and organizing activities on land and water, issues of concern and general measures to deal with emergencies are listed in Chapter Two, *General Measures for Activities on Land,* and Chapter Nine, *General Measures for Activities on Water.* Eleven outdoor activities with detailed guidelines are included. They are as follows: excursions, expeditions, camping, orienteering, cycling, fieldwork, study tours outside the HKSAR, windsurfing, canoeing, rowing and sailing. Teachers should ensure sufficient manpower is available to take up the supervision and management duties (“Staff/Student Ratios for Various Outdoor Activities” at Appendix I).
5. When the the Air Quality Health Index (AQHI) reaches “High” or “Very high” level (band 7 or 8-10), school children are advised to reduce or reduce to the minimum outdoor physical exertion, and the time of staying outdoors, especially in areas with heavy traffic. Schools may arrange PE lessons (practical skills), games days, athletics meets/swimming galas, ball games competitions or outdoor education camps, provided that the intensity and the duration are to be adjusted. (“Air Quality Health Index” at Appendix 2)
6. All outdoor activities should be cancelled if a tropical cyclone warning signal is hoisted. If Typhoon Signal No. 1 is hoisted while the activity is taking place, the group should find the nearest shelter immediately. If circumstances permit, teachers should arrange participants to go home. If a higher signal is hoisted, the group should stay at the nearest shelter until the danger is over.
7. When a red/black rainstorm warning is hoisted, teachers should stop all outdoor activities immediately and direct all participants to take shelter in a safe place until it is safe for them to return home.
8. Teachers should bring along first aid kits (available in the school office) and personal communication devices (such as mobile phones) for emergency.
9. For each outing in rural areas,

* A fax with details of the outing should be sent to the Divisional Commander of the Police Division in which the outing will take place at least 10 days in advance. Notification form is available in the school office.
* The appropriate Divisional Commander should be notified by fax if any changes to the above details have been made later.

1. Participants in the outing are advised to carry their identity cards and student cards.
2. Teacher advisors should report to either the school office (during office hours) or ECA Mistress (after office hours) upon the completion of any out-of-school activities held during non school days. Police will be notified if teacher advisors fail to do so.
3. Students should be accompanied by their teacher(s) throughout the activity.
4. In case of an accident, the school office and the parents must be informed.
5. **Duties of Teacher Advisors of Clubs and Societies**
6. Monitor the operation of clubs and societies, provide guidance and render assistance to the committee members in order to ensure that the activity goals are achieved and effective implementation of the activities is guaranteed.
7. Help to establish a committee for each club; make its year plan and prepare financial budgets.
8. Attend the committee meetings and actively participate in the activities of clubs and societies. All teacher advisors must attend the first committee meeting held in each term. Teacher advisors are responsible for monitor the update of attendance record in all meetings and activities.
9. All cash should be kept by chief teacher advisors. Make sure that the committee members handle monetary matters carefully by keeping financial records and inventories of all assets and facilities. If there is insufficient fund for organizing activities, all necessary transactions ought to be prepaid by teacher advisors. Teacher advisors can claim the expenses after the activities with the original copies of receipts.
10. Teacher advisors can apply for ECA Support Fund for subsidy if there is insufficient fund for organizing activities. Application and claim forms ought to be submitted to ECA Section by teacher advisors.
11. In the course of an activity, make sure that the committee members attend to safety measures to protect the participants.
12. All activities conducted outside the school premises should adhere to the teacher-student ratio requirements in the ‘Guidelines on Outdoor Activities’ issued by the Education Bureau.
13. Before all outdoor activities held, teacher advisors should ensure a parent notice is issued. Participant’s name and class ought to be filled in each notice before submitting to the principal for signature. All notices ought to be submitted to the principal at least 2 weeks before the activity is held. The reply slips should be collected and kept by the teacher advisors until the end of the activity.
14. Offer guidance to the committee members who need to write a club report which includes (1) a year plan, (2) club and society data, (3) a financial report, (4) attendance records, (5) meeting minutes and activity records and (6) records of external competitions and their results.
15. Ensure that 3 proper photos are taken in each activity for record.
16. Evaluate their clubs and societies by filling in a standard evaluation form. The form has to be attached to the Annual Club Report.
17. Evaluate the performance of each committee member. After chairmen update members’ records of merits and credits at the end of a school year, teacher advisors should approve and endorse the records. Students who do not meet the minimum attendance requirements should be expelled.
18. The membership status of committee members, their service hours and the membership status of general members have to be approved by teacher advisors. The data will then be updated by a member of office staff.
19. Teacher advisors are responsible for updating activity records (external ones) of general members and committee members on eclass (OLE).
20. **Registration of Clubs and Societies**
21. Every teacher is assigned to be the teacher advisor of no more than two clubs and societies. Teacher advisors should play an active role in the supervision of the activities of the clubs and societies.
22. Teacher advisors should help to establish a committee for the clubs and societies and submit the list to the ECA Mistress by late September.
23. The chairman training course for all the new chairmen of clubs & societies will be held in August.
24. The first committee meeting is suggested to be held by the end of October.
25. The Club Year Plan should be submitted before Recruitment Days and Member List ought to be submitted by mid October.
26. Requirements

S1 students

* should join at least 1 team/group of “School Teams and Uniform Groups”
* should not join more than 3 items under “School Teams and Uniform Groups” and “Clubs and Societies”

S2-S5 students

* should join a minimum of 1 but no more than 2 items under “Clubs and Societies”

S6 students

* should join no more than 2 items under “Clubs and Societies” without a minimum requirement

1. No membership fee is charged for joining Community Youth Club, Red Cross and Scout subject to the regulations of external organizations. The membership fee for joining each club/ society is $5.
2. The amount of money collected for each activity should not exceed the budget of all items of expenditure. After deduction of cost, the surplus beyond 15% of the total expenditure should be refunded to participants. If the surplus is within 15% of the total expenditure, the surplus can be kept by clubs and societies.
3. **Procedures for Clubs and Societies Using School's Special Rooms/ Hall/ Playground**
4. Book special room or playground one day in advance in the office. Book the school hall one week in advance in the office.

Students who wish to book a room/hall/playground must present the application form with the signature of the club's advisor and the venue responsible teacher.

The teachers named below are responsible for the following rooms/playground:

School playground T.S. Wong P.E. Office

Room 511 Ms. Chan General Office

School Hall Ms. Chan General Office

Art room Mak Tse 2/F Staff Room

Music room A. Lau 2/F Staff Room

Geography room W.S. Leung 3/F Staff Room

Lecture room Y.Y. Lam 3/F Staff Room

Student Activity Centre Y.Y. Lam 3/F Staff Room

1. Borrow the key from the office before the start of a meeting and an activity. The key must be returned to the office immediately after use.
2. All meetings and activities should end by 5:00 p.m. A teacher advisor or a committee member must be responsible for the meetings and activities. For activities held in Student Activity Centre, students must be accompanied by a teacher advisor.
3. Keep the room clean and tidy.
4. Turn off the fans, lights, air-conditioners and all electric appliances before leaving the room.
5. Get the key from the office or janitor staff and lock the door after the meeting and activity.

**5. Organization of Extracurricular Activities**

(i) All external correspondences must be submitted to the Principal two weeks in advance for approval.

(ii) Each club is assigned a notice board. Year plan and Committee Member List must be posted up. Clubs & societies are encouraged to use the club notice boards for notifying members of their forthcoming activities.

(iii) Internal posters or promotion materials must be submitted to the teacher advisors and ECA mistress for approval before any of these may be posted up or distributed. 7 posters are suggested to be prepared to be posted from G/F to 6/F. The signed posters should then be submitted to the school office for posting. Posting materials on the pillars at the covered playground and canteen is strictly prohibited.

(iv) Each club will be given a locker upon application. Keep the locker clean and tidy.

(v) Responsibilities of Clubs & Societies:

* At least 4 committee meetings should be held by a club throughout the school year.
* At least 1 general meeting should be held by a club for all members in each school term.
* At least 3 activities plus minimum 1 post-examination activity should be held by a club.
* Activities organized by clubs and societies may be opened for all students but prioritized to club members.
* Teacher advisors of clubs and societies are responsible for attendance recording.

1. Each club member must participate in at least 2 activities organized by the club throughout the year and any 1 post-examination activity. Club members without sufficient participation may be expelled from the club.
2. The attendance rate of committee meetings for all committee members should not be less than 50%. If only 4 meetings are held, at least 3 of them should be attended. Committee members without sufficient attendance will be expelled.
3. Committee members may be recommended for merits by chairmen. Major positions and minor positions may be awarded maximum 3 and 2 Merits respectively.
4. Mid-year club report and annual club report ought to be submitted by the assigned dates in January and June respectively. Teacher advisors’ evaluation forms have to be attached to the Annual Club Report.

**6. Guidelines on Activities in Case of Inclement Weather**

(i) If the following signals are hoisted by the Observatory of HKSAR at six o’clock in the morning, **all outdoor activities** will be cancelled. Students need not report to teachers at the meeting place or go to school.

a. Any tropical cyclone warning signal

b. Black or red rainstorm signal

1. **All indoor activities** will be cancelled under the following situations.

a. Tropical cyclone warning signal number 8 or above

b. Black or red rainstorm signal

1. In case of inclement weather or amber rainstorm signal, students should report to teachers at the meeting place and teachers should take attendance as scheduled. The decision as to whether outdoor activities should be cancelled is left to the teacher-in-charge, who should exercise his discretion with reference to the weather report.

If the final decision is to cancel the outdoor activities, the teacher-in-charge should immediately report to the school office by phone and all students should go home at once.

**7. Guidelines for Organizing Barbecues and Hot Pot Activities Inside School Premises**

1. Teacher should consider and satisfy the following criteria when planning for barbecue or hot pot activities (with electric cooker only) in school:

* The activity should be held **after normal school hours**.
* All Fire safety measures listed on the ‘**Fire Safety Recommendations for Barbecue and Hot Pot Activities**’ provided by the Fire Services Department below should be satisfied and observed.

1. When organizing barbecue and hot pot activities, teacher should conduct risk assessment to determine the upper limit of participants for any particular locations.

* Barbecue activities:

From fire safety point of view, the upper limit in the number of participants will depend on whether there are sufficient school staff supervising the safe conduct of the barbecue and whether the location of the school premises for barbecue is suitable and safe.

* Hot pot activities:

Teacher should assess whether the location for hot pot activity is adequately spacious and with sufficient emergency exits to safely accommodate the number of participants where such activity is being conducted. When deciding on the upper limit in the number of participants of hot pot activity for a particular location, teacher should consider the following:

- whether the number of exits at the location is sufficient should an emergency occur which necessitate an immediate evacuation;

- the number of supervising school staff;

- the age of students taking part;

- the tripping hazards of electric cable, extension board, etc. lying on the floor;

- the stability of the table on which the hot pot and electric cooker are placed;

- the stability of the cooker and the pot; etc.

- the adequacy of means of escape of a classroom with reference to the design population / capacity and the number and width of exits in accordance with the “Code of Practice for the Provision of Means of Escape in case of Fire 1996’.

For other rooms, the upper limit of accommodation should not exceed the figure allowed on the latest plan (i.e. usually shown on the means of escape table) approved by the Buildings Department.

1. Wet or humid weather will affect the safe conduct of hot pot activity in the open ground. The use of electrical appliances and equipment in wet or humid weather may cause short circuits and electric shocks. **Hot pot activity in schools in the open ground is NOT recommended.**
2. Fire Safety Recommendations for Barbecue and Hot Pot Activities

1. **Barbecue Activities (BBQ)**

* They should be conducted **out of school hours**;
* The BBQ site should be **on open ground** and not cause obstruction to emergency vehicular access;
* A safety distance of at least 9 m should be maintained between the BBQ site and any dangerous goods stores / temporary structures / collection of combustible materials;
* The number of BBQ fires and the stock of charcoal should be kept to the minimum;
* No flammable liquid or dangerous substance is allowed to be used to light BBQ fires or as fuel;
* **Two 9-litre water or 4.5 kg carbon dioxide type fire extinguishers** should be placed at the BBQ site;
* During BBQ, sufficient staff should be available to ensure fire safety; and
* No other school activities should be conducted at the BBQ site concurrently with the BBQ.

2. **Hot Pot Activities**

* They should be conducted **out of school hours**;
* **ONLY electricity should be used**, other fuels or open flame are NOT allowed;
* Avoid electric overload, and use appropriate types of cooker and cooking utensils to prevent hazards arising from boiling over and overturning;
* **Ensure good ventilation** whilst conducting hot pot activities indoors;
* In the place where hot pot activities are being conducted, the capacity of the place should not exceed that stated in the “Certificate of Accommodation” issued by the EDB;
* **Two 4.5 kg carbon dioxide type fire extinguishers** should be made readily available at the location of the hot pot activities; and
* During hot pot activities, sufficient staff should be available to ensure fire safety.