

Student Development Services (SDS) Student Life and Resources Section

Guidelines for Organising Student-led Activities

The University has taken serious measures to prevent and eliminate sexual harassment on campus, with a zero-tolerance policy in place. As activity organizers, students should have the responsibility to observe and follow the following guidelines in organising activities:

1. Safety is the top priority in conducting any activities.
2. Comply with university regulations and observe the laws of Hong Kong.
3. Be circumspect on designing activities. Venue usage shall not involve any commercial, political, profit-related and/or personal activities.
4. Be aware of sexual harassment and review the activities thoughtfully. Avoid body touching in the activities.
5. Adhere to the rules regarding anti-discrimination.
6. Observe and take care feelings of members. No forcing and only encouraging members to join the planned task. Members can say no if they are not willing to join.
7. No alcohol drinks in the activities.
8. Always keep campus and campsite clean. Be friendly to our environment, reduce waste and encourage reuse and recycle.
9. Be considerate and not to cause disturbances and inconvenience to the public.
10. Exercise extra cautions in clarifying proposed sponsorships to avoid commercial traps.
11. Protect the personal data of organisers and participants according to the Personal Data (Privacy) Ordinance.
12. Observe the [University's Policy for Group Personal Accident Insurance – Students](#).
13. Report promptly and notify the respective academic department and/or Student Development Services (sdssat@cityu.edu.hk) of any emergencies for assistance.

Students are recommended to visit the [University's Committee Against Sexual Harassment \(CASH\) website](#), to complete the [online tutorial](#) to raise awareness and understanding of sexual harassment issues. Organising student-led activities shall comply with the applicable laws in Hong Kong, as outlined in the relevant [publications](#) issued by the Department of Justice.

When planning overnight camps and day activities, student organisers should bear in mind the following:

Communication

- Effectively communicate within the team: share a common objective
- Coordinate all organisers and facilitators with their actions
- Keep all participants informed of the activities
- Maintain communication between student organisers and SDS

Training

- Both student organisers and their team should be trained in handling emergency incident, skills in handling physical injuries, and anti-harassment measures
- Be aware of potential risks and able to minimize them
- Plan age-appropriate activities and make them all under supervision by student organisers
- Always minimize risk of injury and avoid any harassment
- Follow rules of the venue when using facilities

Freshmen aged under 18

- Provide extra care for these participants
- Inform parents/guardians in case of any application for early leave of the overnight activities
- Request participants to provide contact details of their parents or guardians when they enrol in the activity

Protection of personal information

- Collect participants' personal information in a legitimate and fair way for orientation purposes only
- DO NOT disclose the collected data unless informed consent is given

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