



Dean of Students' Office
Sports Team Assistance Scheme (STAS)
Information Sheet

I. Introduction

This set of Sports Team Assistance Scheme (STAS) information is relevant for University Sports Teams formed by Sports Clubs affiliated with HKUSTSU or by sports groups recognized by the Sports Development Team of the Dean of Students' Office (DSTO).

The Scheme is to subsidize the **coaching fees of part-time coach, competition registration fees and team uniforms of team members** participating in the recognized competition.

Endorsement from the DSTO Sports Advisor is **required** on the Application for Assistance. The applications received will be considered according to the Allocation Guidelines set by the STAS Consultation Group whose composition includes:

- Head of Sports Development Team, DSTO or representative
- Sports Team Affairs Coordinator, DSTO or representative
- 1 representative from the Sports Association Executive Committee
- 2 sports team representatives nominated by the Sports Association

The Consultation Group normally meets in July to review if modifications to the allocation guidelines are necessary.

II. Application

University sports teams should submit the STAS application together with the required supporting documents by **the deadlines** to allow adequate time for processing and handling related HR administration:

a. Main Exercise Application

- DSTO invites applications from *June to early July*
- Application deadline by ***Thursday, 3 July 2025***

b. Ad hoc application in Fall Term

- Application deadline by ***Wednesday, 10 September 2025***.
- Ad Hoc Application will be considered ONLY when funding is available after the Main Exercise.

c. 2nd round application in Spring Term

- Subject to the availability of funding, DSTO will send an email to sports teams in January to invite applications for additional coaching fee subsidies for ad hoc competition and post-competition season training from May to June.
- Teams should submit the applications *early, preferably at least 6 weeks before the first additional training.*



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III. Allocation Guidelines

- a. Team training is to prepare the team for the recognized competition. Competitions should be at inter-varsity level or above. Reference to last year's pattern will be considered in the approval of the Sports Team Assistance.
- b. Teams MUST provide the following supporting documents:
 - Proposal for team training
 - Information on the proposed recognized competition
 - List of committed team members for the training and competition (for 2nd round applications for additional subsidies)
- c. The following allocation guidelines will be adopted in processing the applications and awarding the assistance:

No.	Item	Details
1	Coaching Fee	<p>Main Exercise:</p> <ul style="list-style-type: none"> a. Training hours from July to 30 June 2026: <ul style="list-style-type: none"> - <i>Max. 2 hours per week for team practice (Men's/ Women's/ Mixed team)</i> - <i>Max. 3 hours per week for Men's + Women's team practice with the same coach on the same day.</i> b. Coaching hours at competitions <ul style="list-style-type: none"> - <i>Max. 2 hours per match; OR</i> - <i>Max. 6 hours OR actual hours per day for the 1-day/ 2-day event</i> <p>2nd Round applications:</p> <p>Applications for additional subsidies due to early exhaustion of the allocated subsidy will NOT be considered.</p> <p>Student groups MUST provide the following supporting documents:</p> <ul style="list-style-type: none"> - Venue and Coach availability - Additional competition information (if applicable) - List of committed team members attending the trainings and competitions <ul style="list-style-type: none"> a. Training hours <ul style="list-style-type: none"> - <i>Max. 2 hours per week for Team practice (Men's/ Women's/ Mixed team)</i> - <i>Max. 3 hours per week for Men's + Women's Team practice with the same coach on the same day.</i> b. Coaching hours at competitions <ul style="list-style-type: none"> - <i>Max. 2 hours per match; OR</i> - <i>Max. 6 hours OR actual hours per day for the 1-day/ 2-day event</i>
2	Registration Fee	Subsidy to cover fully or partially the registration fee for recognized competition at inter-varsity level or above.



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3	Team Uniform	<ul style="list-style-type: none"> - List of registered team members in the recognized competition and the purchase receipt must be submitted to claim the competition uniform subsidy. - Max. HKD120 per set per registered team member for competition. (Except the teams which require two sets of home and away jerseys, such as Basketball, Handball, Football, etc.) - The uniform should display the university logo. The draft design should be submitted to the STAS Administrator for approval. - ONE set of University Sports Team Uniform will be provided to each registered team members for the entire university period, free-of-charge.
4	Others	Subsidy to cover other expenses subject to availability of funding.

IV. Responsibilities of the Sports Team Captain/ Representative

Team Captain/Representative receiving the sports team assistance MUST:

- a. Inform DSTO Sports Team Manager **as soon as possible of any special incident** that occurs during the training and/or competitions.
- b. Before the start of the training, collect the Team Box from the Duty Attendant at the nearest Service Counter and
 - i. Ask the **participants** to **sign** the Sports Team Monthly Attendance Record **[STAS – 06]**.
 - ii. Ask the **Coach** to **sign** the Monthly Working Record of Appointed Part-time Sports Team Coach **[STAS - 05]**.
 - iii. Check and sign the attendance record **[STAS – 06]** and ask the Coach to check and sign as well.
 - iv. Place the forms inside the **Team Box** before returning it to the Duty Attendant at the nearest Service Counter.
- c. Submit the following to the Team Manager for endorsement and onward submission to the STAS Administrator:
 - i. By the 1st working day of the following month, submit:
 - Monthly Working Record of Appointed Part-time Sports Team Coach **[STAS - 05]**;
 - AND
 - Sports Team Monthly Attendance Record **[STAS – 06]**
 - ii. **Competition Report** (within 1 week after the competition)
 - iii. Sports Team Assistance Review (as stated in the email sent by STAS Administrator.)
- d. Review the attendance record with the Team Manager if the attendance is consistently low.
- e. Submit all receipts about competition uniforms and registration fees to the Team Manager within 3 weeks of the first match of the recognized competition (within 2 weeks after the one-day event).



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V. Appointment of Part-time Sports Teams Coach

All appointed DSTO part-time coaches MUST fulfill the following criteria:

- a. Hold appropriate qualifications and experience with documentary proof.
- b. Be a Hong Kong Resident with working visa/permit (when applicable).
- c. Aged **under 65**.
- d. Have obtained approval for part-time/outside work from the current employer (when applicable)

VI. Important Notes for Appointed Part-time Coaches

- a. All DSTO part-time coaches are **appointed by the University and not by the student groups**. Related administration including **selection interviews, appointments, salary payments and performance appraisals** will be handled by staff of DSTO. **Therefore, if the coach cannot attend regular training, he/she needs to ask for leave from the Team Manager.**
- b. All DSTO part-time coaches must participate in:
 - i. payment of MPF contributions **and Salary Tax** (when applicable)
 - ii. **ALL recognized competitions**
- c. All DSTO part-time coaches MUST observe the rules and regulations, administrative guidelines, procedures and deadlines set by the University.
- d. The typical duties of DSTO part-time coaches would include but not restricted to the following:
 - i. Submit **the yearly plan of training** to DSTO Sports Team Manager for the appointment period at least one week before the appointment period starts.
 - ii. Attend and provide quality service in team training and/or competitions.
 - iii. Advise the team members to behave and display sportsmanship.
 - iv. **Sign** the Monthly Working Record of Appointed Part-time Sports Team Coach [**STAS – 05**] and the Sports Team Monthly Attendance Record [**STAS – 06**] after each training session and/or competitions.
 - v. Submit the progress report of training regularly to DSTO Sports Team Manager to facilitate communication.
 - vi. Communicate with the assigned DSTO Sports Team Manager and/or DSTO staff on all emergency issues and special incidents.
 - vii. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature. All team coaches MUST avoid any behavior that constitutes sexual harassment.

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16 June 2025