



Dean of Students' Office
Sports Team Assistance Scheme (STAS)
Important Notes for University Sports Team Coach

1. ALL University Sports Team Coaches are appointed by the Hong Kong University of Science and Technology (the University). ALL administrative arrangements including selection interview, appointment, salary payment, and performance review are handled by Sports Team Managers from DSTO.
 2. If the coach cannot attend the scheduled training or competitions assigned by DSTO, advance approval must be obtained from the designated Sports Team Manager.
 3. The coach MUST:
 - i. Hold appropriate qualifications and experience with documentary proof.
 - ii. Be a Hong Kong resident or Non-Hong Kong resident with working visa/permit (where applicable).
 - iii. Have obtained approval for part-time/outside work from the current employer (where applicable).
 4. As the University Sports Team Coach, you must:
 - i. Participate in ALL scheduled training as assigned by DSTO.
 - ii. **Attend ALL scheduled competitions** assigned by DSTO to provide on-site coaching.
 - iii. Observe the rules & regulations as well as the administrative guidelines, procedures and deadlines set by the University.
 - iv. Demonstrate respect for all athletes, officials and fellow coaches. Maintain integrity by promoting fair play and fostering a positive environment that encourages teamwork and sportsmanship.
 - v. Demonstrate professionalism in all interactions, serving as role models for athletes demonstrating a strong work ethic, punctuality and appropriate behavior both on and off the field.
 - vi. Always prioritize safety and well-being of athletes. Ensure that training and competition environment are safe and be aware of physical or emotional risks. Respond and report to Sports Team Manager or Sports Advisors promptly to any incidents related to athlete welfare.
 - vii. Obtain approval from Sports Development before team jerseys and accessories production. All team jerseys and accessories must comply with HKUST brand guidelines.
 - viii. Obtain approval before the team joins any competition. Ensure that all participation aligns with university policies and receives the necessary endorsements.
 5. As the University Sports Team Coach, your typical duties are summarized but not limited to the duty list below:
 - i. Submit the annual training plan to the designated Sports Team Manager within the first month of the appointment period.
 - ii. Attend and provide quality service in team training and competitions.
 - iii. Educate your sports team members to behave and display sportsmanship.
 - iv. **Sign** on the Monthly Working Record of University Sports Team Coach [**STAS – 05**] and the Sports Team Monthly Attendance Record [**STAS - 06**] **after each training session** and competitions.
 - v. Submit the progress report on training and competition regularly to your Sports Team Manager to maintain effective communication.
 - vi. Communicate with your Sports Team Manager or Sports Advisor 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 University Sports Team Coaches **MUST** avoid any behavior that constitutes sexual harassment.
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To: The Secretary/Coordinator of STAS, HKUST (Room LG3002 via Lift 6)

**Please delete as appropriate*

I confirm that I have read and will follow the guidelines listed in the Important Notes given above.
I agree to perform the assigned duties as mentioned in the Important Notes.

Signature: _____ Date: _____

Name of Appointed Part-time Sports Team Coach: _____

Name of Sports Team: _____ (*M / W / M+W / Mixed)