



Dean of Students' Office
Sports Team Assistance Scheme (STAS)
Monthly Working Record of Appointed Part-time Sports Team Coach

Notes on completing this record form:

1. Team Captain/Representative should complete Part A and ask the Part-time Sports Team Coach to sign **after each practice session**. Please place the form inside the Team Box and return to the Duty Attendant at the nearest Service Counter.
2. **By the 1st working day of the following month**, Team Captain/Representative passes this record together with the completed Sports Team Monthly Attendance Record [STAS – 06] to DSTO Sports Team Manager.
3. **By the 2nd working day of the following month**, Team Manager should complete Part B and pass the form to the STAS Administrator at Room LG3002 (via Lift 6).
4. * Please delete as appropriate

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

Name of *Team Captain/ Representative: _____ Contact no.: _____

Name of Part-time Team Coach: _____ Contact no.: _____

Working Record for _____ (Month) _____ (Year)

Part A: To be completed by Team Captain/ Representative and signed by the Part-time Coach

The paid coaching hours for team practice are limited to 2 hours per week. For recognized competitions, maximum of 2 hours per match OR actual hour (maximum of 6 hours) for the 1-day/ 2-day event.

Practice (P) / Competition (C)	Date (dd/mm, day)	Time	# Hours	Venue	Coach's Signature
e.g. P	30 / 09, Tue	14:30 – 16:30	2	S.H. HO Sports Hall	
Total hours:					

Part B: To be completed by Team Manager

- (a) Coaching fee subsidy available: HK\$ _____
- (b) Remuneration endorsed for this claim: Equivalent to _____ hours@ HK\$ _____: HK\$ _____
- (c) Balance (a)-(b): HK\$ _____

Endorsed by DSTO Sports Team Manager: _____ Date: _____

Part C: To be completed by STAS Administrator

Total _____ hours salary will be issued to the Part-time Team Coach in _____ (mm/yy).