



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 to HKUSTSU or by sports groups recognized by the Sports Development Team of Dean of Students' Office (DSTO).

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

The endorsement of 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 of Sports Association Exco
- 2 sports team representatives nominated by Sports Association
- 1 representative nominated by Students' Union

The Consultation Group normally meets in June to review if modifications to the allocation guidelines are needed.

## **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 the related HR administration:

### **a. Main Exercise Application**

- DSTO invites applications *in July*;
- Application deadline by **Wednesday, 28 July 2021**

### **b. Ad hoc application in Fall Term**

- Application deadline by **Friday, 24 September 2021**;
- Ad Hoc Application will be considered ONLY when funding is available after the Main Exercise.

### **c. 2<sup>nd</sup> round application in Spring Term**

- Subject to the availability of funding, DSTO sends email to sport teams in January to invite applications for additional coaching fee subsidies for ad hoc competition and post-competition season training from March 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 made in the approval of the Sports Team Assistance.
- b. Teams MUST provide the following supporting documents:
  - Proposal of team training
  - Information of the proposed recognized competition
  - List of committed team members for the trainings and competition (for 2<sup>nd</sup> round applications for additional subsidies)
- c. The following allocation guidelines will be adopted in processing the applications and awarding the assistance:

No.	Item	Details
<b>1</b>	<b>Coaching Fee</b>	<p><b>Main Exercise:</b></p> <ol style="list-style-type: none"> <li>a. Training hours from July or September to end of the recognized competitions:               <ul style="list-style-type: none"> <li>- <i>Max. 2 hours per week for Team practice (Men's/ Women's/ Mixed team)</i></li> <li>- <i>Max. 3 hours per week for Men's + Women's Team practice with the same coach on the same day.</i></li> </ul> </li> <li>b. Coaching hours at competitions               <ul style="list-style-type: none"> <li>- <i>Max. 2 hours per match (except max. 3 hours for football); OR</i></li> <li>- <i>Max. 8 hours OR actual hours per day for the 1-day/ 2-day event</i></li> </ul> </li> </ol> <hr/> <p><b>2<sup>nd</sup> Round applications:</b> Application for additional subsidy due to early exhaustion of the allocated subsidy will NOT be considered. Student groups MUST provide the following supportive documents:</p> <ul style="list-style-type: none"> <li>- Venue and Coach availability</li> <li>- Additional competition information (if appropriate)</li> <li>- List of committed team members to attend the trainings and competition</li> </ul> <ol style="list-style-type: none"> <li>a. Training hours               <ul style="list-style-type: none"> <li>- <i>Max. 2 hours per week for Team practice (Men's/ Women's/ Mixed team)</i></li> <li>- <i>Max. 3 hours per week for Men's + Women's Team practice with the same coach on the same day.</i></li> </ul> </li> <li>b. Coaching hours at competitions               <ul style="list-style-type: none"> <li>- <i>Max. 2 hours per match (except max. 3 hours for football); OR</i></li> <li>- <i>Max. 8 hours OR actual hours per day for the 1-day/ 2-day event</i></li> </ul> </li> </ol>



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<b>2</b>	<b>Registration Fee</b>	Subsidy to cover fully or partially the registration fee of recognized competition at inter-varsity level or above.
<b>3</b>	<b>Team Uniform</b>	<ul style="list-style-type: none"> <li>- List of registered team members in the recognized competition and the purchase receipt must be submitted to claim the competition uniform subsidy.</li> <li>- <b>Max. HKD120 per set per registered team member for competition.</b></li> <li>- The uniform should show the university logo. The draft design should be submitted to the STAS Administrator for approval.</li> <li>- <b>ONE set of University Sports Team Uniform</b> to each registered team members <b>for the whole university period</b>, free-of-charge.</li> </ul>
<b>4</b>	<b>Others</b>	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 which happened during the trainings and/or competitions.
- b. Before the start of the trainings, collect the Team Box from the Duty Attendant at the nearest Service Counter and
  - i. Ask the participants to **sign** on the Sports Team Monthly Attendance Record [STAS – 06].
  - ii. Ask the Coach to sign on the Monthly Working Record of Appointed Part-time Sports Team Coach [STAS - 05].
  - iii. Check and sign on 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 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 with the Team Manager on the attendance record should the attendance is consistently low.



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

**VI. Important Notes for Appointed Part-time Coaches**

- a. All DSTO part-time coaches are **appointed by the University and not the student groups**. Related administration including **selection interview, appointment, salary payment and performance appraisal** will be handled by staff of DSTO.
- b. All DSTO part-time coaches must participate in:
  - i. payment of MPF contribution (where applicable)
  - ii. payment of Salary Tax (when applicable)
- 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 year 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 the team training and/or competitions;
  - iii. Advise the team members to behave and display sportsmanship;
  - iv. Sign on 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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12 July 2021