



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

The Consultation Group normally meets in July 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 May-early July*;
- Application deadline by **Wednesday, 31 July 2024**

b. Ad hoc application in Fall Term

- Application deadline by ***Tuesday, 10 September 2024***;
- 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 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 May to June;
- Teams should submit the applications *early, preferably at least 6 weeks before the first additional training*.



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

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 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> <ol style="list-style-type: none"> a. Training hours from July to 30 June 2025: <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> - Max. 6 hours OR actual hours per day for the 1-day/ 2-day event <p>2nd Round applications:</p> <p>Application for additional subsidy due to early exhaustion of the allocated subsidy will NOT be considered.</p> <p>Student groups MUST provide the following supportive documents:</p> <ul style="list-style-type: none"> - Venue and Coach availability - Additional competition information (if appropriate) - List of committed team members to attend the trainings and competition <ol 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> - Max. 6 hours OR actual hours per day for the 1-day/ 2-day event
2	Registration Fee	Subsidy to cover fully or partially the registration fee of recognized competition at inter-varsity level or above.



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

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, ect.) - The uniform should show the university logo. The draft design should be submitted to the STAS Administrator for approval. - ONE set of University Sports Team Uniform to each registered team members for the whole 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** 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 if the attendance is consistently low.
- e. Submit all receipts about competition uniforms and registration fees to Team Manager within 3 weeks after the first match of the recognized competition (within 2 weeks after the one-day event).



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

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 (when 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. **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 contribution **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 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.

Sports Team Assistance Scheme (STAS)

Dean of Students' Office

2 July 2024