



Dean of Students' Office
Sports Team Assistance Scheme (STAS)
Important Notes for Team Captain/Representative

The Team Captain/Representative MUST:

1. Inform the DSTO Sports Team Manager as soon as possible of any special incident which happened during the trainings and/or competitions.
2. Before the start of the trainings,
 - i. Collect the Team Box from the Duty Attendant at the nearest Service Counter and
 - ii. Ask the participants to sign on the Sports Team Monthly Attendance Record [**STAS – 06**].

After the trainings,

- i. Ask the Coach to sign on the Monthly Working Record of Appointed Part-time Sports Team Coach [**STAS – 05**].
 - ii. Check and sign on the attendance record [**STAS – 06**] and ask the Coach to check and sign as well.
 - iii. Place the forms inside the Team Box before returning it to the Duty Attendant at the nearest Service Counter.
3. 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:
 - a. Monthly Working Record of Appointed Part-time Sports Team Coach [**STAS – 05**]; AND
 - b. 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.)
4. Review with the Team Manager on the attendance record should the attendance is consistently low.
5. 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).

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To: STAS Administrator, HKUST (Room LG3002, via Lift 6)

**Please delete as appropriate*

I confirm that I have read and understood the Important Notes given above.

I agree to perform the required actions mentioned in the Important Notes.

Signature: _____

Date: _____

Name of *Team Captain/ Representative: _____

Student ID No.: _____ ITSC email: _____ Contact no.: _____

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