



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 arrangement including recruitment interview, appointment, salary payment, and performance review are handled by Sports Team Managers from DSTO.
2. If the coach cannot attend the scheduled trainings or competitions as assigned by DSTO, **advance approval** must be obtained from the designated Sports Team Manager.
3. The coach **MUST**:
 - i. Hold appropriate qualification 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 trainings** as assigned by DSTO;
 - ii. Attend **ALL scheduled competitions** as 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.
5. Being the University Sports Team Coach, your typical duties are summarized but not limited to the duty list as 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 the team trainings and competitions;
 - iii. Educate your sports team members to behave and display sportsmanship;
 - iv. **Record** your working timeslots on the Monthly Working Record of University Sports Team Coach [STAS – 05] properly each time after the training and competition. **Sign** on the **STAS – 05** and the Sports Team Monthly Attendance Record [STAS - 06] after each training and competitions;
 - v. Submit the progress report of 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.

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 as listed in the Important Notes as 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)