



GUIDELINES FOR GENERAL TEAM ASSISTANCE SCHEME

I. Introduction

This set of Guidelines for General Team Assistance Scheme (GTAS) is relevant for University Teams and Student Activity Courses organized by Art and Cultural Clubs, ICA and Independent Clubs, House SA, School and Departmental Societies.

The Scheme is to subsidize the part-time coaching/instructor fee, competition registration fee and team uniform of team members participating in a recognized competition or performance. The Scheme also subsidizes part-time coaching/instructor fees for Student Activity Courses.

Applications will be considered according to the Allocation Guidelines set by the General Team Assistance Scheme Consultation Group whose composition includes:

- Head of DSTO Student Support & Activities Team or representative
 - GTAS Administrator or representative
 - 1 student representative of ICA and Independent Clubs
 - 1 student representative of Art and Cultural Clubs
 - 1 student representative nominated by Students' Union
- (The student representatives should include 1 University Team Representative)

The Consultation Group normally meets in June to review if modification to the allocation guidelines is needed.

II. Application

- a) University teams/student societies should submit the GTAS application before the deadline, or at least 6 weeks in advance for ad hoc applications, to allow adequate time for processing and handling the related HR administration.
- b) Information about the recognized competition or performance proposal should be provided in the application. Give the month of last year's competition if the schedule is not yet available. The subsidy will be adjusted accordingly when the date is confirmed.
- c) Budget proposal must be submitted in the application.
- d) Dates of application:
 1. Main Exercise Application
 - DSTO invites applications in June
 - Application deadline by July
 2. Spring Term Exercise Application
 - Subject to the availability of funding, DSTO sends email to teams/student societies in December to invite applications for additional coaching/instructor fee subsidies or organized activity courses for the period until end of June
 - Application deadline by end of December

3. Ad Hoc Applications
 - Ad hoc applications may be submitted anytime throughout the year
 - Subject to availability of funding
 - Applications should be submitted at least 6 weeks before the first training or course date
 - Application for additional subsidy due to early exhaustion of the allocated subsidy will NOT be considered
- e) Result of the main exercise will be announced normally in August. For ad hoc applications, result will be announced within 3 weeks from the date of an application is received.

III. Allocation Guidelines

- a) All Team training or Student Activity Courses should be conducted on campus, unless otherwise approved by the GTAS Administrator in advance.
- b) Team training is to prepare the team for one recognized competition or performance (the designated competition/performance). Competitions should be at inter-varsity level or above. Joint performances of any kind will not be recognized unless approved by DSTO. The competition/performance should be completed before 30 June of the financial year. Reference to last year's pattern will be made in the approval of Team Assistance.
- c) Recruitment of team members must be open to all students with no restriction of nationality, gender or religion etc.
- d) Members taking part in the designated competition/performance with required proof will be recorded as the team members.
- e) Each approved Teams/Student Societies must offer at least one (1) Activity Course of no more than 18 hours.
- f) Activity Courses should be relevant to the core nature of the student society* and be open to all students. Priority would be given to
 1. New courses
 2. Courses conducted in English for both local and non-local students

All participants should pay a course fee and deposit for Activity Course. Please refer to item IV below for the guidelines on publicity to all students.

* If a student society wishes to organize a new course not relevant to the core nature of the society, please consult the GTAS Administrator in advance.
- g) Activity Courses cannot be profit-making. Any surplus generated from Activity Course fee and/or forfeited deposit should be submitted to the University.
- h) Student groups MUST provide the following supporting documents:
 1. Proposal of the Team Training or Activity Course (such as: Objectives, Target Participants, Course Outline, Venue, Time Schedule and Budget)
 2. Competition information or performance plan (written proof e.g. entry form or venue booking form should be submitted as early as possible)
 3. List of committed team members for the competition or performance

i) Subsidy and maximum allocation:

Team Assistance covers the team training or activity course in the period between September and May of the academic year, and up to the end of the recognized competition/event or course. All financial payments and related documents should be submitted to Finance Office by early June.

No.	Item	Details
1.	Coaching / Instructor Fee	<p>Main Exercise:</p> <ul style="list-style-type: none"> ▪ Max. 2 hours per week for Team Training ▪ Max. 18 hours for Activity Course ▪ Max. 8 hours for coaching/instructor fee on the day of performance/competition
		<p>Spring Term Exercise/Ad Hoc Application:</p> <p>Additional Team Training or a new Activity Course</p> <ul style="list-style-type: none"> ▪ Subject to availability of funding ▪ Max. 2 hours per week for Team Training ▪ Max. 18 hours for Activity Course
		<p>Ad hoc application for additional subsidy due to early exhaustion of the allocated subsidy will NOT be considered throughout the year.</p>
2.	Registration Fee	Subsidy to cover full or partial registration fee of a recognized competition at inter-varsity level or above.
3.	Team Uniform	<ul style="list-style-type: none"> ▪ List of registered team members in the recognized competition should be submitted in the application for team uniform subsidy. ▪ Max. HK\$120 per set and up to a total of HK\$2,000. ▪ The uniform should show the Society name and the suffix of HKUSTSU instead of HKUST. ▪ The draft design should be submitted to the GTAS Administrator for prior approval. ▪ Team uniform may include shirt, blouse, blazer, tie or scarf. Tee shirts will not be accepted. ▪ Reimbursement claim upon presentation of the relevant receipts.

IV. Publicity

1. Student Activity Courses must be publicized openly by various channels, including DSTO Student Activities Bi-weekly New, and/or E-Board, posters and Student Society's webpage.
2. Publicity should show that the course is supported by Dean of Students' Office.
3. A draft of the publicity materials should be sent to the GTAS Administrator at least 2 weeks before course begins.

V. Responsibilities of the Student Representative

The Student Representative MUST:

- a) Seek approval by the GTAS Administrator should there be any changes of the proposed Team Training and/or Activity Course.
- b) Inform Student Support & Activities Team as soon as possible of any special incident which happened during the training and/or competition/performance.
- c) Submit the following to the GTAS Administrator:
 1. The Monthly Attendance & Working Record at the end of each training/course session (*Final Submission Deadline will be on 10 June of the financial year*);
 2. Competition/Performance Report within two weeks after the event; and
 3. General Team Assistance Review Form.
- d) Review with the GTAS Administrator on the attendance record should the attendance rate is consistently low.

VI. Appointment of Part-time Coach/Instructor

All appointed part-time coaches/instructors MUST fulfill the following criteria:

- Hold appropriate qualifications and experiences with documentary proof;
- Be a Hong Kong resident with valid work visa/permit (where applicable);
- Age under 65; and
- Obtain approval for part-time/outside work from the current employer (where applicable).

VII. Important Notes for Appointed Part-time Coach/Instructor

- a) All part-time coaches/instructors are appointed by the University and not the student groups. Related administration including appointment, salary payment and performance appraisal will be handled by staff of DSTO.
- b) All part-time coaches/instructors must participate in (where applicable):
 1. Payment of MPF contribution
 2. Payment of Salary Tax
- c) All part-time coaches/instructors MUST observe the rules and regulations, administrative guidelines, procedures and deadlines set by the University.
- d) The typical duties would include but not restricted to the following:
 1. Submit a training plan or course outline before the appointment period begins;
 2. Provide quality service in the team training or course delivery;
 3. Sign on the participant attendance and coach/instructor working records after each training or course session;
 4. Communicate with DSTO staff on all emergency issues and special incidents.

Dean of Students' Office
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