



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

Important Notes for Appointed Part-time Sports Team Coach

1. All DSTO part-time coaches are appointed by the Hong Kong University of Science and Technology (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.
2. All appointed DSTO part-time coaches MUST:
 - i. Hold appropriate qualification and experience with documentary proof;
 - ii. Be a Hong Kong resident with working visa/permit (where applicable);
 - iii. Aged under 65; and
 - iv. Have obtained approval for part-time/outside work from the current employer (where applicable).
3. All DSTO part-time coaches must participate in:
 - i. Payment of MPF contribution (where applicable)
 - ii. Payment of Salary Tax (where applicable)
4. All DSTO part-time coaches MUST observe the rules and regulations, administrative guidelines, procedures and deadlines set by the University.
5. The typical duties of DSTO part-time coaches would include but not restricted to the following:
 - i. Submit a 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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To: STAS Administrator, HKUST (Room 1013, Academic Building, via Lift 3)

**Please delete as appropriate*

I confirm that I have read and understood the Important Notes given above.
I agree to perform the required duties mentioned in the Important Notes.

Signature: _____

Date: _____

Name of Appointed Part-time Sports Team Coach: _____

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