Student Affairs Office  
Sports Team Assistance Scheme (STAS)  
Monthly Working Record of Appointed Part-time Sports Team Coach

Notes on completing this record:
1. Team Captain/Representative should complete Part A and ask the Part-time Sports Team Coach to sign after each practice session. Please place the form inside the Team Box and return to the Duty Attendant at the nearest Service Counter.

2. **By the 1st working day of the following month**, Team Captain/Representative passes this record together with the completed Sports Team Monthly Attendance Record [STAS – 06] to SAO Sports Team Manager.

3. **By the 2nd working day of the following month**, Team Manager should complete Part B and pass the form to the STAS Administrator at Room 1013, Academic Building (via Lift 3).

4. Please delete as appropriate

Sports Team: ________________________________ Team (*M / F / M+F / Mixed)
Name of *Team Captain/ Representative: __________________ Contact no.:________________
Name of Part-time Team Coach: ________________________________ Contact no.: __________________
Working Record for ____________(Month) _____________(Year)

**Part A: To be completed by Team Captain/ Representative and signed by the Part-time Coach**

# The paid coaching hours for team practice are limited to 2 hours per week. For recognized competitions, maximum of 2 hours per match with the exception of max. 3 hours per football match OR actual hour (maximum of 8 hours) for the 1-day/ 2-day event.

<table>
<thead>
<tr>
<th>Practice (P) / Competition (C)</th>
<th>Date (dd/mm, day)</th>
<th>Time</th>
<th># Hours</th>
<th>Venue</th>
<th>Coach’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. P</td>
<td>30 / 09, Tue</td>
<td>14:30 – 16:30</td>
<td>2</td>
<td>S.H. HO Sports Hall</td>
<td>[Signature]</td>
</tr>
</tbody>
</table>

Total hours: ________________________________

**Part B: To be completed by Team Manager**

(a) Coaching fee subsidy available: HK$ _____________

(b) Remuneration endorsed for this claim: Equivalent to _____ hours@ HK$_____ : HK$ _____________

(c) Balance (a)-(b): HK$ _____________

Endorsed by SAO Sports Team Manager: ___________________________ Date: ___________________________

**Part C: To be completed by STAS Administrator**

Total _______ hours salary will be issued to the Part-time Team Coach in ________________ (mm/yy).