Important Notes for Team Captain/Representative
Whose Team Receives the Sports Team Assistance

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 DSTO Part-time Sports Team Coach [STAS – 05].
   ii. Check and sign on the attendance record 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 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.

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 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 / F / M+F / Mixed)