Student Affairs Office  
Sports Team Assistance Scheme (STAS)  

Important Notes for Appointed Part-time Sports Team Coach  

1. All SAO 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 SAO.  

2. All appointed SAO 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 SAO part-time coaches must participate in:  
   i. Payment of MPF contribution (where applicable)  
   ii. Payment of Salary Tax (where applicable)  

4. All SAO part-time coaches MUST observe the rules and regulations, administrative guidelines, procedures and deadlines set by the University.  

5. The typical duties of SAO part-time coaches would include but not restricted to the following:  
   i. Submit a year plan of training to SAO 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. 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;  
   iv. Submit the progress report of training regularly to SAO Sports Team Manager to facilitate communication;  
   v. Communicate with the assigned SAO Sports Team Manager and/or SAO staff on all emergency issues and special incidents.  
   vi. 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.  

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)