**Notes on completing this record form:**

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></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 DSTO 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).