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

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>[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).