

The Education University of Hong Kong

USFHK Sports Teams Handbook

(Version: 2021.08)

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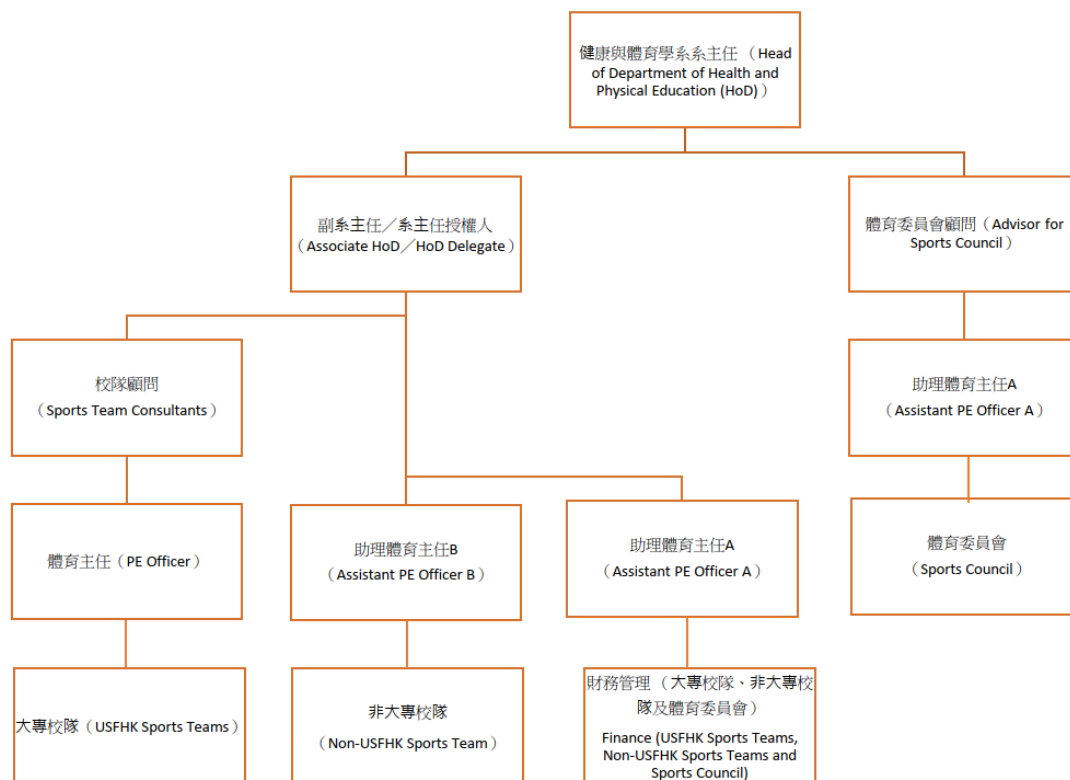
I. Objectives

The Sports Teams of The Education University of Hong Kong are committed to:

- uphold the core values of sportsmanship;
- broaden and expand the role of EdUHK sports team in training physical education (PE) teachers;
- raise the professional sports standards of university sports team's members;
- enhance the professional training of the EdUHK sports teams by recruiting high quality and enthusiastic coaches;
- develop the leadership, social and communication skills, as well as managerial capability of EdUHK sports team members by participating in local and international tournaments;
- implement the university sports team training scheme to nurture sports-related values and develop student athletes' proper attitude, so that they will cherish lifelong learning and contribute to society.

II. Management Structure

Figure 1: Organisational Chart



- The roles and responsibilities of the PE Officer and two Assistant PE Officers are set out in **Appendices 1 to 3**.
- To nurture USFHK Sports Teams, teaching staff and elite athletes development officer will assume the role of Sports Team Consultants. The pilot scheme implemented in the academic year 2019/20 is listed as follows:

Table 1: List of Sports Team Consultants

USFHK Sports Teams	Sports Team Consultants
田徑隊 Athletics	Ms. TAM Sze Man, Simone
羽毛球隊 Badminton	Dr. LEUNG Ka Man, Carman
籃球隊 Basketball	Mr. CHAN Ching Yat, Roy
越野隊 Cross-country	Ms. TAM Sze Man, Simone

龍舟隊 Dragon Boat	Dr. TSE, Choi Yeung Andy
劍擊隊 Fencing	Dr. OR Pui Lai, Peggy
手球隊 Handball	Dr. CHOW Chi Ching, Gary
空手道隊 Karatedo	Ms. CHAN Ka Man, Carmen
足球隊 Soccer	Mr. KAM Wai Keung, Kevin
壁球隊 Squash	Ms. LIU Siu Man, Samantha
游泳隊 Swimming	Dr. HA Chui Wai, Sophia
乒乓球隊 Table-tennis	Ms. WANG Sha
欖球隊 Tackle Rugby	Dr. CHOW Chi Ching, Gary
跆拳道隊 Taekwondo	Ms. CHAN Ka Man, Carmen
網球隊 Tennis	Prof. CHENG Sheung-Tak
排球隊 Volleyball	Dr. SUN Fenghua, Bob
水球隊 Water-polo	Dr. HA Chui Wai, Sophia
活木球隊 Woodball	Dr. CHUNG Ming Yan, Louisa

- The roles and responsibilities of the Sports Team Consultants are set out in **Appendix 4**.

III. Current Status

EdUHK sports teams have been thriving over the past few years and the number of teams have reached a saturation point. As of the 2018/19 academic year, there are 36 USFHK Sports Teams and 28 non-USFHK Sports Teams at EdUHK. Therefore, no new non-USFHK Sports Teams will be set up starting from the 2019/20 academic year.

Table 2: List of USFHK and Non-USFHK Teams

USFHK Sports Teams (USFHK Team)	Non-USFHK Sports Teams (Non-USFHK Team)
男子田徑隊 Athletics (Men)	男子健美體操隊 Aerobic Gymnastics (Men)
女子田徑隊 Athletics (Women)	女子健美體操隊 Aerobic Gymnastics (Women)
男子羽毛球隊 Badminton (Men)	男子射箭隊 Archery (Men)
女子羽毛球隊 Badminton (Women)	女子射箭隊 Archery (Women)
男子籃球隊 Basketball (Men)	男子足毬隊 Chinese Shuttlecock (Men)
女子籃球隊 Basketball (Women)	女子足毬隊 Chinese Shuttlecock (Women)
男子越野隊 Cross-country (Men)	男子閃避球隊 Dodge ball (Men)
女子越野隊 Cross-country (Women)	女子閃避球隊 Dodge ball (Women)
男子龍舟隊 Dragon Boat (Men)	男子地壺球隊 Floor Curling (Men)
女子龍舟隊 Dragon Boat (Women)	女子地壺球隊 Floor Curling (Women)
男子劍擊隊 Fencing (Men)	男子柔道隊 Judo (Men)
女子劍擊隊 Fencing (Women)	女子柔道隊 Judo (Women)
男子手球隊 Handball (Men)	男子合球隊 Korfball (Men)
女子手球隊 Handball (Women)	女子合球隊 Korfball (Women)
男子空手道隊 Karatedo (Men)	男子投球隊 Netball (Men)
女子空手道隊 Karatedo (Women)	女子投球隊 Netball (Women)
男子足球隊 Soccer (Men)	男子花式跳繩隊 Rope-skipping (Men)
女子足球隊 Soccer (Women)	女子花式跳繩隊 Rope-skipping (Women)
男子壁球隊 Squash (Men)	男子賽艇隊 Rowing (Men)
女子壁球隊 Squash (Women)	女子賽艇隊 Rowing (Women)
男子游泳隊 Swimming (Men)	男子棒壘隊 Softball (Men)
女子游泳隊 Swimming (Women)	女子棒壘隊 Softball (Women)
男子乒乓球隊 Table-tennis (Men)	男子巧固球隊 Tchoukball (Men)
女子乒乓球隊 Table-tennis (Women)	女子巧固球隊 Tchoukball (Women)
男子欖球隊 Tackle Rugby (Men)	男子非撞式欖球隊 Touch Rugby (Men)
女子欖球隊 Tackle Rugby (Women)	女子非撞式欖球隊 Touch Rugby (Women)
男子跆拳道隊 Taekwondo (Men)	男子彈網隊 Trampoline (Men)

USFHK Sports Teams (USFHK Team)	Non-USFHK Sports Teams (Non-USFHK Team)
女子跆拳道隊 Taekwondo (Women)	女子彈網隊 Trampoline (Women)
男子網球隊 Tennis (Men)	
女子網球隊 Tennis (Women)	
男子排球隊 Volleyball (Men)	
女子排球隊 Volleyball (Women)	
男子水球隊 Water-polo (Men)	
女子水球隊 Water-polo (Women)	
男子活木球隊 Woodball (Men)	
女子活木球隊 Woodball (Women)	

IV. Management of the EdUHK Sports Teams

4.1 Setting up EdUHK sports teams and submission of team lists

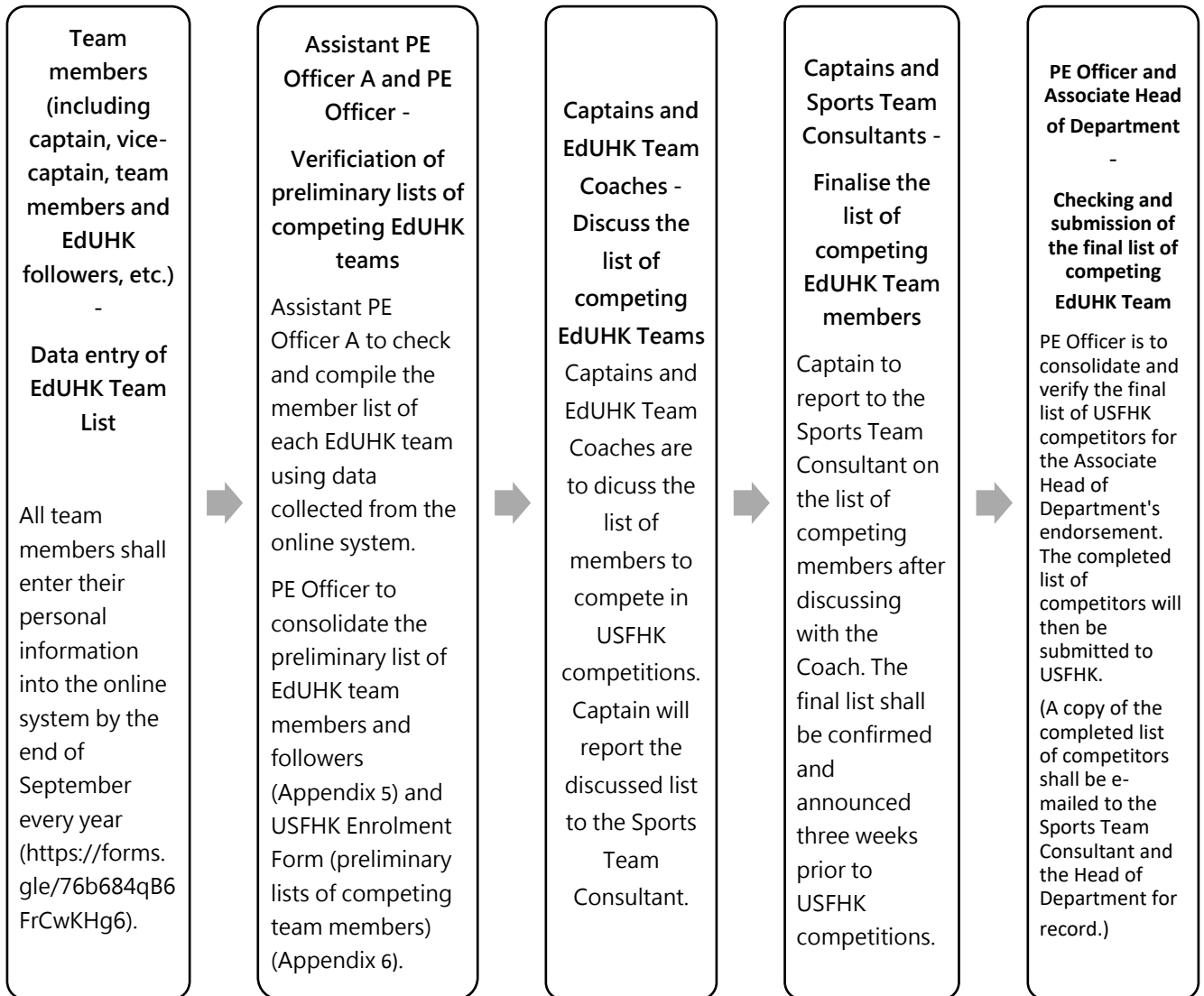
- All EdUHK sports teams' members (including captains, vice-captains, team members and EdUHK followers ¹ , etc.) shall fill out the online personal information form (<https://forms.gle/76b684qB6FrCwKHg6>) by the end of September every year. The Assistant PE Officer will then verify and compile the member list of each EdUHK sports team in the online system, for the PE Officer to consolidate the preliminary lists of sports team members and their followers (**Appendix 5**) as well as the enrolment forms for USFHK competitions (preliminary lists of competing team members) (**Appendix 6**). The lists of competing team for USFHK competitions will first be discussed between captains and EdUHK team coaches before being reported to the Sports Team Consultants by the captains. The final list of competing team members will be announced three weeks prior to USFHK competitions.
- Changes to the list of EdUHK sports teams must be made before 31 March every year. This final list of team members determines whether relevant students could report their sports team experiences in the Experiential Learning and Achievements Transcript (ELAT).
- The maximum number of members of each EdUHK men and women team will be decided by the maximum number of entrants allowed as stated on the USFHK competition enrolment form. It includes captain and vice-captain, excluding EdUHK followers. The maximum number of EdUHK followers is 10. (Note: Team member must have an attendance rate of at least 80% and participate in open tournaments.)
- Students on the list of USFHK enrolment forms must be full-time students in that particular academic year and aged between 16 and 28.
- The PE Officer is responsible for ensuring the accuracy of the information of all team members listed on the USFHK competitions enrolment form. Such information includes the names (including full names in English, with any punctuation mark or capitalisation), ID card numbers and full-time student status of all team members, as well as the telephone numbers of the coach and assistant coach.
- The captain shall ensure that the photos of all team members are taken recently with a white

¹ "EdUHK followers" refer to EdUHK students who take part in the training of EdUHK sports teams but have an attendance rate below 80% or they do not compete in any public tournaments.

background. Photos with low resolution, over exposure or undersized portraits are all inappropriate.

- Process of confirming the list of EdUHK teams:

Figure 2: Process of confirming the list of EdUHK teams



4.2 Scope of EdUHK funding

4.2.1 Tracksuits and Training Shirts

- EdUHK provides a subsidy of HKD 150 to every USFHK Sports Team member per year for competition uniforms. (If the total cost of team competition uniforms exceeds HKD 5,000, it will be regarded as a purchase of general consumables and the captain must submit an official

request for reimbursement with the quotations issued by vendors (see section 4.2.2 for details). In addition, EdUHK will distribute two training shirts of different colours and one sweater to each USFHK Sports Team member every year. Every newly joined EdUHK team member will also receive a tracksuit (limited to one set per person).

- After submitting the list of team members, the captain may collect teamwear from Assistant PE Officer A according to the measurements of team members. Details are as follows:

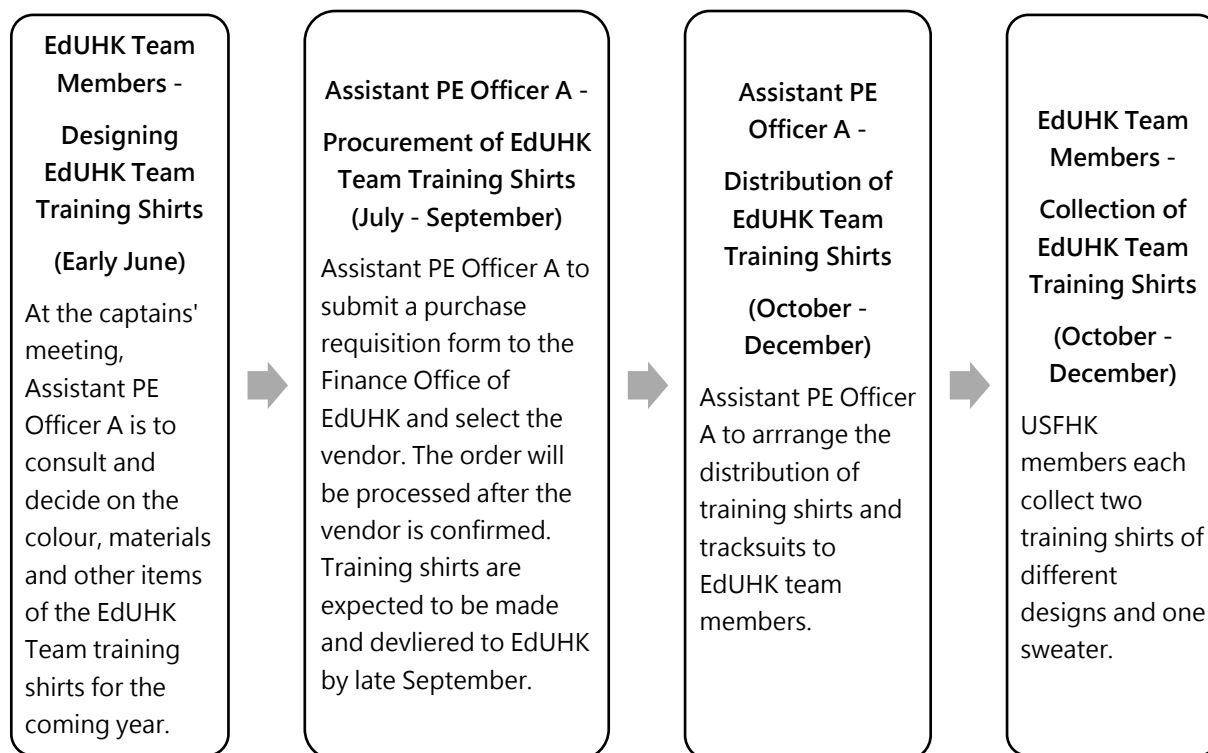
i) Collection process:

Description	Estimated period
Consult and decide on the colour, materials, etc. of EdUHK team training shirts for the coming year.	Early June (the last captains' meeting)
Submit the purchase request to EdUHK and select vendor	July to early August
Finalise the vendor and process the order	August to September
Training shirts are ready and delivered to EdUHK	Late September
Distribution of training shirts and tracksuits to EdUHK team members	Process begins in early October and is expected to complete by December

ii) Points to note for sportswear collection:

1. Each USFHK Sports Team member (excluding EdUHK followers) may collect two training shirts of different colours and one sweater.
2. In addition, new EdUHK team members (excluding EdUHK followers) may each collect one tracksuit (limited to one set per person). In the event of loss or damage, students may apply for replacement to Assistant PE Officer A with a fee of HKD 80. The damaged tracksuit must be returned for writing-off.
3. EdUHK team members must collect their sportswear in person in the time slots assigned by Assistant PE Officer A. If s/he cannot collect the sportswear in person, s/he must complete the authorisation form and provide a copy of his/her student ID to his/her proxy so that his/her proxy may collect the sportswear from Assistant PE Officer A with the presence of such documents.
4. The exact time of distributing tracksuits and training shirts will depend on the time when respective member lists of EdUHK teams are confirmed. In general, distribution will be arranged within 7 to 14 working days of the finalisation of the member list of EdUHK teams.

Figure 3: Process of ordering and collecting tracksuits and training shirts

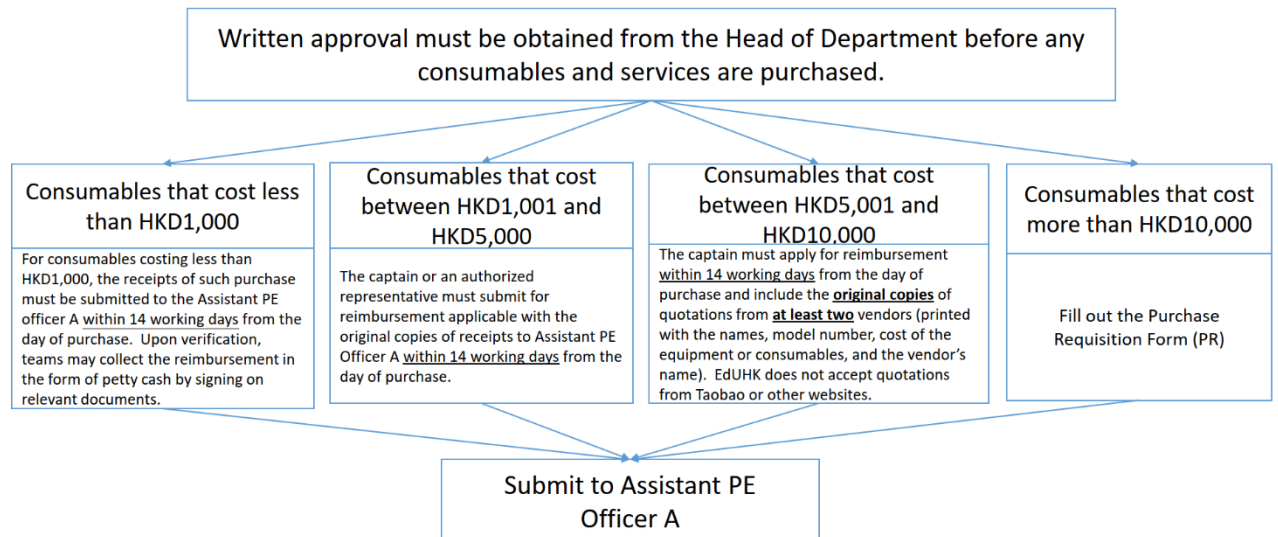


4.2.2 Procurement of equipment and consumables

- EdUHK shall ensure that all its teams have adequate consumables or equipment for training in each academic year. If replacement is required, captains shall return any damaged consumables or equipment to EdUHK for “one for one” replacement.
- If there is a need for newer training equipment or consumables, the captain shall submit the “Proposal for Equipment Purchase (Sports Team)” (**Appendix 7**) with clear justifications to Sports Team Consultants by late May, so that the Consultants would support the purchase and submit for the approval of the Head of Department.
- If the quotation comes in the form of an e-mail, it shall be forwarded directly to Assistant PE Officer A. EdUHK will compare the offer and decide if it approves the proposed procurement and choose the relevant vendor.
- Persons related to the procurement must declare if they have any potential conflicts of interest with the vendor.

- Written approval must be obtained from the Head of Department before any consumables and services are purchased.
- For consumables that cost HKD1,000 or less, the receipts of such purchase must be submitted to Assistant PE Officer A **within 14 working days** from the day of purchase. Upon verification of receipts, teams may collect the reimbursement in the form of petty cash immediately by signing on relevant documents. Teams can only apply for petty cash reimbursement if the total purchase amount is less than HKD1,000 with the same vendor. Splitting of receipts / sales documents or making multiple purchases of the same consumables to evade the policy restrictions of HKD1,000 per transaction are not allowed.
- For consumables that cost between HKD1,001 and HKD5,000, the captain or team members must submit the reimbursement application with the original copies of receipts to Assistant PE Officer A **within 14 working days** from the day of purchase.
- For consumables that cost more than HKD5,000, the captain must apply for reimbursement **within 14 working days** from the day of purchase and include the **original copies** of quotations from **at least two** vendors (printed with the names, model number, cost of the equipment or consumables and the vendor's name). EdUHK does not accept quotations from Taobao or other websites.
- A Purchase Requisition Form is not required for purchases that amount to HKD10,000 or less. However, at least two quotations and the payment request must be submitted to the Finance Office for purchases that are over HKD5,000 but less than HKD10,000. Splitting of receipts or making multiple purchases of the same consumables to evade the policy restrictions of HKD5,000 per transaction are not allowed. A Purchase Requisition Form (PR) must be filled out for purchases that are over HKD 10,000 (**Appendix 8**).
- All receipts that are overdue for reimbursement (i.e. **more than 14 working days** from the day of purchase) will not be processed.

Figure 4: Process of obtaining quotations and procuring consumables and services

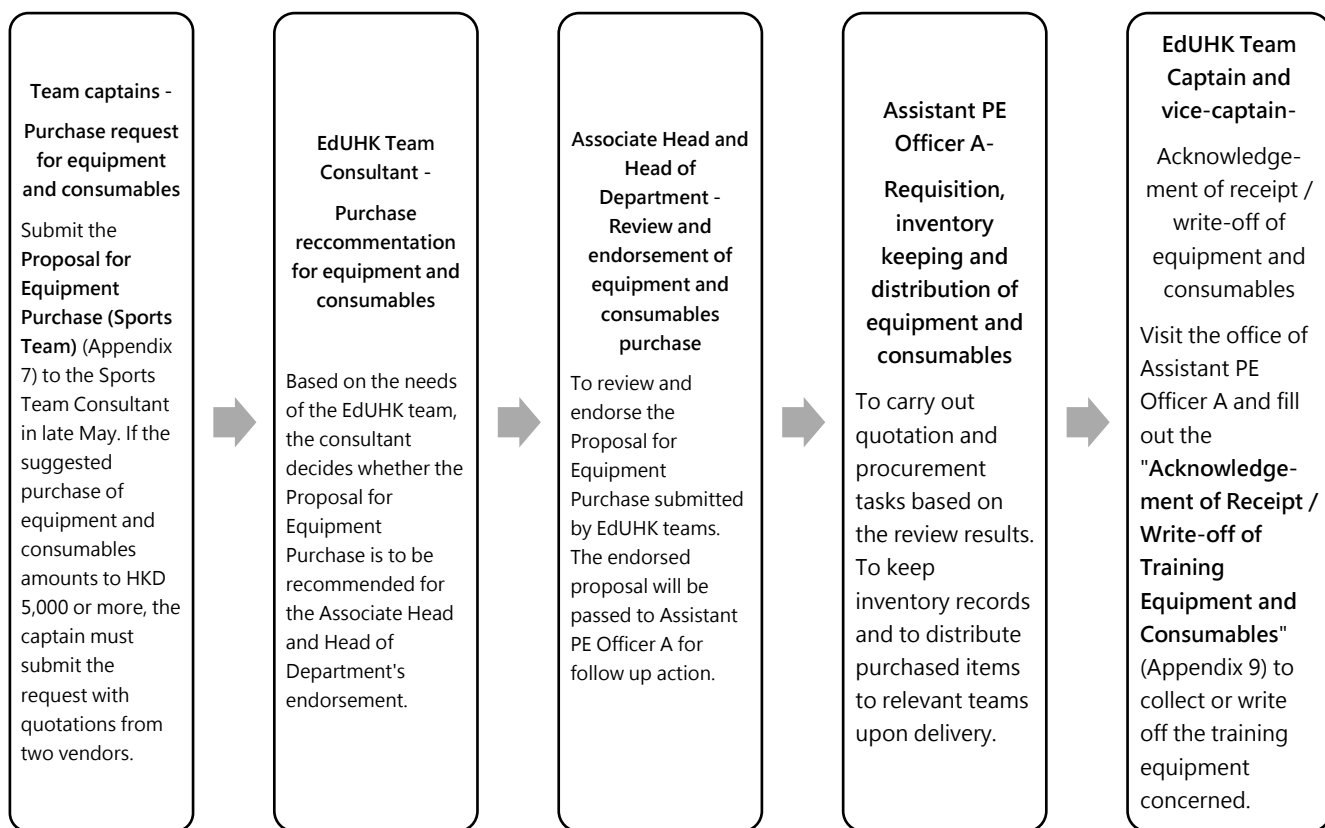


Remarks:

- Splitting of receipts / sales documents or making multiple purchases of the same consumables to evade the respective procurement policies set for various transaction amount are not allowed
- Persons related to the purchase must declare if they have any potential conflict of interest with the vendor.

- All consumables shall be delivered to the general office of the Department of Health and Physical Education (D4-2/F-23), The Education University of Hong Kong. Assistant PE Officer A is to co-ordinate, record and store the consumables all together.
- Assistant PE Officer A is to handle all the distribution or funding application related to the consumables. Captains or vice-captains of EdUHK teams must visit the office to fill out and sign the “Acknowledgement of Receipt / Write-off of Training Equipment and Consumables” (**Appendix 9**) to collect their new training equipment or to write off damaged training equipment.

Figure 5: Process of purchasing equipment and consumables



4.3 Contractual arrangement for the coach

4.3.1 Role of the coach

- Coaches serve several important roles such as a teacher, role model and trainer of the athlete and etc.
- Good coaches help athletes to gain proper experiences in sports participation and help nurture sportsmanship. They shall also aid athletes in promoting the core values of EdUHK sports teams, such as perseverance, hardworking, self-cultivation for the greater good of community, charitable, be united and realistic, pass on traditions and be innovative, etc. (See **Appendix 10** General Code of Conduct for Coaches of EdUHK Sports Team).

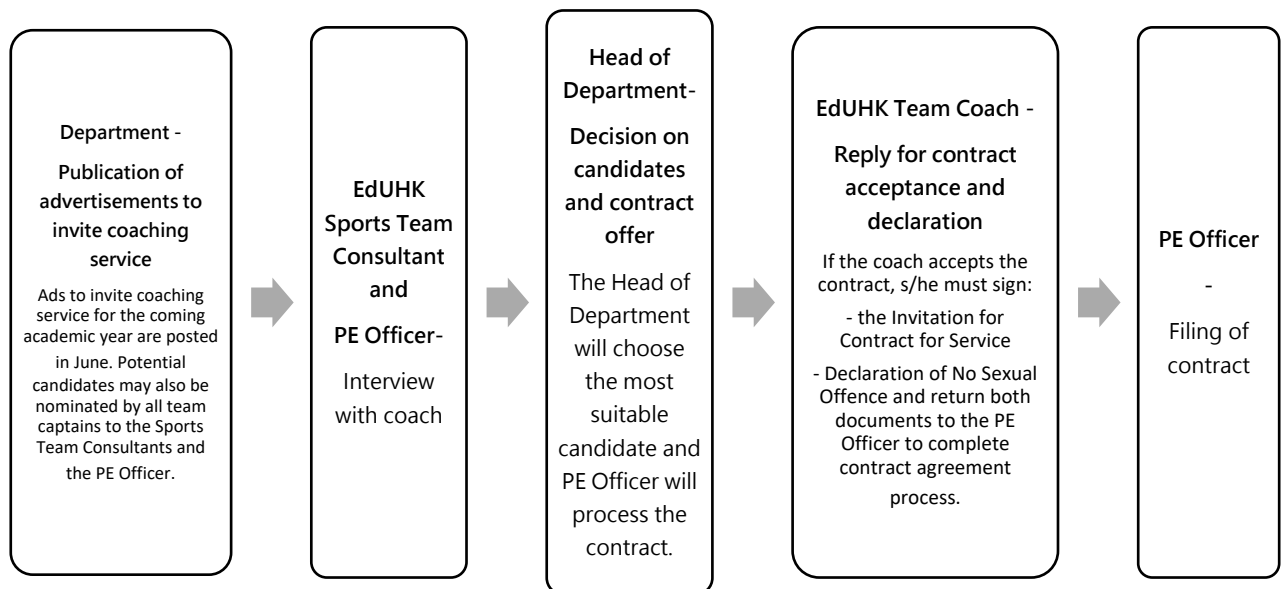
4.3.2 Contractual arrangement for the coach

- The Department of Health and Physical Education of EdUHK publishes job ads in June every year to recruit coaches for the coming academic year. Potential candidates may also be nominated by all team captains to the Sports Team Consultants and the PE Officer.
- Eligible coach must submit his / her curriculum vitae and list out his / her past coaching

experiences. S/he will be interviewed by the Sports Team Consultant and the PE Officer. The Head of Department will then choose the most suitable candidate and offer a contract to him / her.

- If the coach accepts the contract offer, s/he must complete and sign relevant documents (see **Appendix 11a** Invitation for Contract for Service and **Appendix 11b** Declaration of No Sexual Offence) and return them to the PE Officer to complete contract agreement process.
- The Department conducts a survey in May every year to collect the views of EdUHK team members on the coaches. Access to the feedback of EdUHK team members is only available to the Sports Team Consultant.

Figure 6: Process of coach contract agreement



V. Operations and Management of EdUHK Sports Teams

5.1 Arrangements of participating in USFHK Competitions

5.1.1 Processes of participating in USFHK Competitions and relevant matters

- Athletes who need to borrow the EdUHK pennant for off-campus photo-shoots must submit the completed “Application Form for Borrowing EdUHK Pennant / Picking up Souvenirs for Events attended by EdUHK Teams” (**Appendix 12**) **three working days before the competition begins** to the Assistant PE Officer A. Winners of a single-sport USFHK competition should use pennant #4 for photo-shoots; for group photos or other photo-shoots, pennant #3 should be used. Borrowed item must be returned to Assistant PE Officer A within five days.
- The captain must submit the list of players to the organiser 10 minutes prior to the start of all racket sports and ball game matches. Late submission will result in disqualification. Should any team members on the list fail to show up when the match begins, the whole team will be disqualified and be regarded as withdrawn from the match / competition.
- If a team participating in a certain sport withdraws twice from the USFHK competitions in the same year, the institute will not be eligible for entering the competition of the sport concerned in the following year.
- The USFHK Board member (representative of the institute) must explain the reason for every instance of withdrawal to USFHK by e-mail or in writing form. The captain of sports team concerned must also submit a written explanation of the withdrawal to the PE Officer; the explanation will be reviewed by the USFHK Board Representative of EdUHK.
- Coach or Team Leader who intends to join the team to participate in the competition must sign the “Disclaimer Form” (**Appendix 16**) to state that s/he understands that no insurance coverage will be provided to him / her for participating in the competition. The completed form must be submitted to the Department before the competition takes place.
- Alumni should not be invited to participate in the competition or overseas training / exchange activities of the Sport Teams as they are not covered by the EdUHK’s group insurance policy.

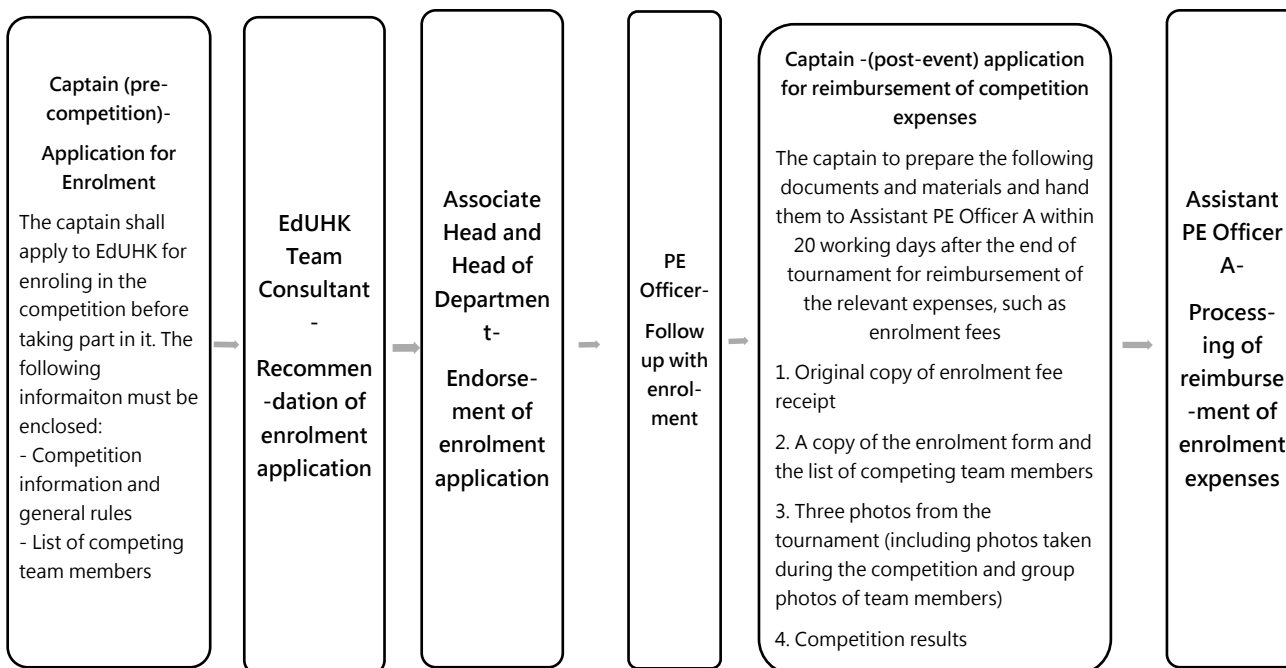
5.1.2 Application for competition expenses and other financial arrangements

- If any team competing in a local tournament wishes to apply for EdUHK funding support, its team captain must prepare the following documents and materials and submit them to Assistant PE Officer A **within 20 working days after the end of tournament** for reimbursement

of the relevant expenses, such as enrolment fees.

1. Original copy of enrolment fee receipt
 2. A copy of the enrolment form and the list of competing team members
 3. Three photos from the tournament (including photos taken during the competition and group photos of team members)
 4. Competition results
- The captain shall consult the Sports Team Consultant and obtain the approval of the Head of Department **at least seven working days** prior to the competition if the competition involves sponsorship. If the sponsor intends to use the EdUHK badge for publicity, the Sports Team Consultant must be consulted and the approval of the Head of Department must be obtained one month prior to the event. The size of the sponsor's logo must not exceed an area of 2 inch by 2.5 inch (approx. 5cm by 6.35cm) on the competition uniform.
 - If monetary prizes are involved in the competition, the awarded monetary prize(s) must first be handed over to EdUHK before it is reallocated for the team's use in the coming year. The monetary prize must only be used on the operation of the team (such as purchasing teamwear, equipment, expenses of overseas training or competitions, etc.) and must not be allocated for any personal use.
 - The Department will not process any application for reimbursement of expenses submitted after the application deadline and the applicant shall bear all the unreimbursed expenses in such case.

Figure 7: Process of competition expenses application and other financial arrangements (applicable to local tournaments)



5.1.3 Friendly matches

- To host a friendly match, the captain must apply by email at least 3 working days in advance to the coach and obtain the approval of the Head of Department / authorised representative of the Head of Department. The application email should include the name of the guest team, the number of team members and the list of competing players. Any special requirements, such as the provision of bottled water, parking space (number plates must be provided) or pennants, should also be clearly stated. The approval email of the friendly matches shall be copied to the Sports Team Consultant and the Estate Office of EdUHK for record.
- The Visiting Team Form shall be completed by the away team at the service counter (E-LP2-16 or Pak Shek Kok service counter) upon their arrival.

5.1.4 Application for overseas tournaments / group training

- Each USFHK team is eligible to receive funding support once a year for overseas exchange activity, including overseas group training or overseas tournaments. The number of participants

must be between 6 and 25 (excluding the coach and assistant coach²).

- The process of the application for overseas tournaments / group training is listed as follows:

Figure 8: Preparation work for overseas tournaments / group training

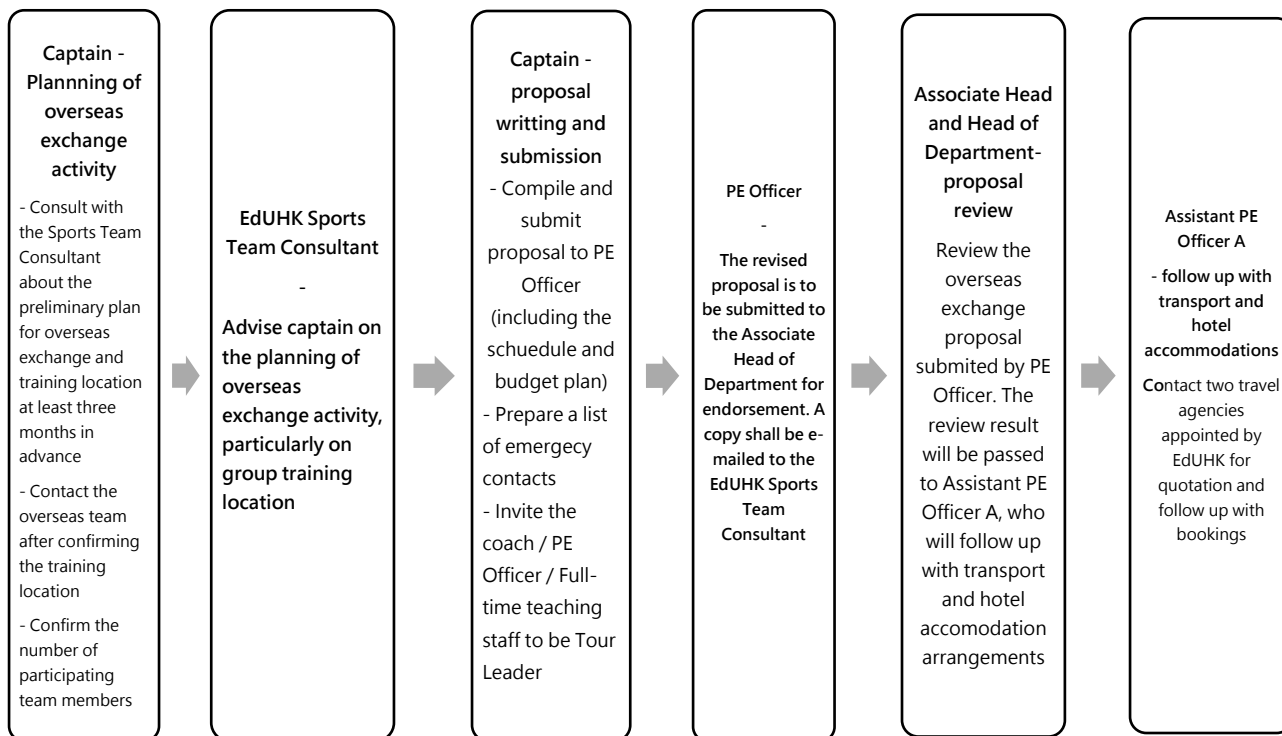
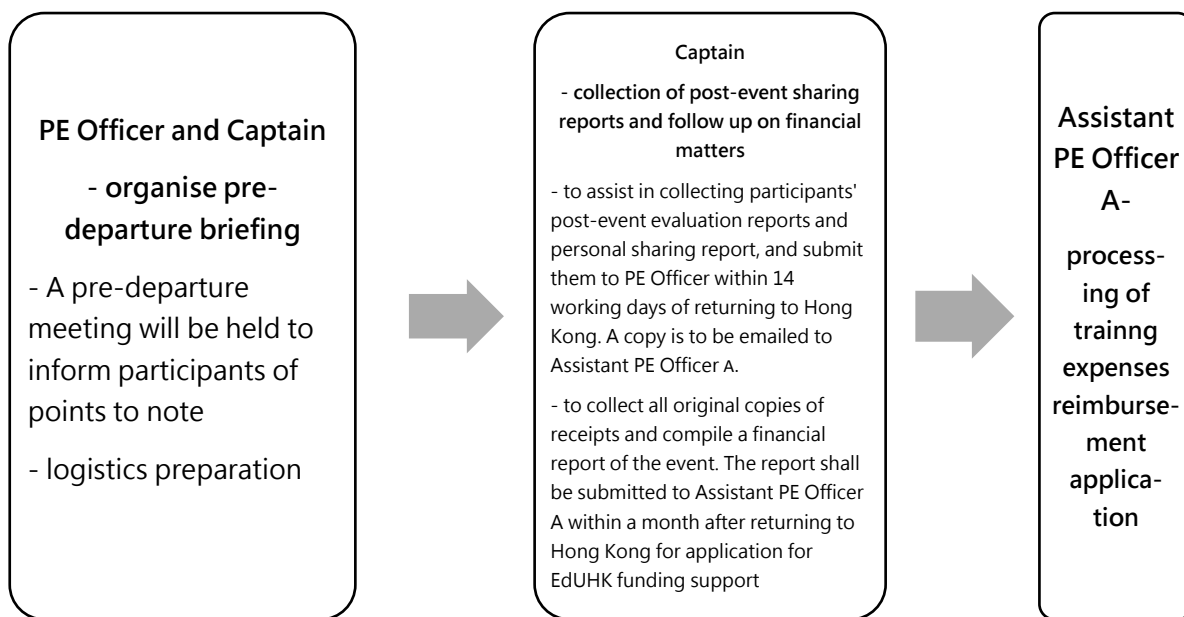


Figure 9: Pre-departure and post-event tasks of overseas tournaments / group training

² “Assistant Coach” is a volunteer assistant selected and recommended by the coach. S/he is not appointed / employed by the Department of Health and Physical Education. S/he has no contractual or employment relationship with EdUHK and is not covered by staff insurance and not entitled to staff benefits.



- The captain or relevant persons shall consult with Sports Team Consultants about the preliminary plan for overseas exchange and training location **at least three months in advance**. A proposal is to be written and submitted to the PE Officer (including dates, location, a list of the Tour Leaders and team members, etc.) for approval (See **Appendix 13** Points to Note, Financial Arrangements and Code of Student Conduct for Overseas Tournaments or Exchange Activities of EdUHK Sports Team, and **Appendix 14** Proposal for Overseas Tournaments or Exchange Activities (Sample)).
- The booking of air-ticket, cross boundary coach / bus ticket and hotel accommodation **must** be handled by the Assistant PE Officer, following the guideline set out by Finance Office to request formal quotations and make purchases subsequently. The team concerned must not make the purchase on its own and should submit the list of team members as soon as possible to facilitate the booking process.
- Upon completion of each overseas event, the team must submit their personal reflection / conclusion article and selected photo highlights to the PE Officer within 14 working days after returning to Hong Kong. A copy of these materials should be emailed to Assistant PE Officer A, who will display such reports at Block E and upload them to the department's website for publicity purpose.
- Every student participant is required to write a personal reflection article (with 150 to 300 words and at least 3 photos). The scope of writing may include:

1. How this event broadens his/her horizon
 2. How this event improves team morale and their sense of belonging
 3. How this event improves sports technique and enrich the training skills
 4. How to lead a team of students to attend overseas training or competitions in an effective and safe way
 5. How this event helps team members in their personal development and benefits the education realm
 6. Any interesting and unforgettable experiences (people, incidents and things)
- Outstanding reflections will be uploaded to the website of Department of Health and Physical Education for public sharing.
 - The captain must promptly collect all the original copies of receipts from all team members to compile a financial report on event expenses. Attached with relevant receipts and documents, the report must be submitted to Assistant PE Officer A within one month after the team returned to Hong Kong for the application for EdUHK funding support.
 - Expenses overdue for reimbursement application will not be processed.

5.1.5 Funding Policy for sports competitions and events

- All USFHK Sports Teams that represent EdUHK to participate in a competition or join an event ^{Note1} by invitation will receive a team subsidy of HKD7,000 ^{Note2} from the Department of Health and Physical Education. The amount of subsidy would increase to HKD14,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}. (Please refer to Table 3 below)
- USFHK Sports Team that represented EdUHK and finished in third or fourth place in a competition in the previous year will receive a team subsidy of HKD14,000 ^{Note2} from the Department of Health and Physical Education when they take part in a competition or join an event ^{Note1} by invitation the next year. The amount of subsidy would increase to HKD21,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}.
- USFHK Sports Team that represented EdUHK and won or finished in second place in a competition in the previous year will receive a team subsidy of HKD21,000 ^{Note2} from the Department of Health and Physical Education when they take part in a competition or join an event ^{Note1} by invitation the next year. The amount of subsidy would increase to a maximum of HKD28,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}.
- Any team that was nominated by EdUHK to represent Hong Kong in a competition in the previous year will receive a team subsidy of HKD7,000 ^{Note2} from the Department of Health and

Physical Education when it represents EdUHK to participate in a competition or join an event ^{Note1} by invitation. The amount of subsidy will not vary with the team's achievements in the event ^{Note3 Note4}.

- Any team / athlete that is nominated by a sub-association, or selected by a relevant sports association, or invited by an external organization, will not be funded by EdUHK, whether the team / athlete is representing Hong Kong or not.
- The amount of subsidy will be reviewed regularly depending on the availability of funds. The annual subsidy ceiling for each athlete is capped at HKD2,000 per trip. If the number of competing members of the USFHK Sports Team is 16 or more, the funding amount will be doubled (e.g., HKD7,000 x 2 = HKD14,000).
- Before receiving any subsidy, the applicant shall provide a budget of expenses (including a financial report with expense reimbursements) and a reflection article to the PE Officer.

Note:

¹ National University Sports Games, Asian University Games, World University Games, or the Olympic Games

² Exclusive of daily food and beverage expenses

³ First, second or third place

⁴ Competitions that involve no fewer than 12 teams

Table 3: Funding Policy for Sports Competitions and Events

Team (Overall achievements in previous year)	Capacity	Training / Invitation	Official Competition (all National University Sports Games, Asian University Games, World University Games, or the Olympic Games)	Award (winning the first, second or third place in a competition with no fewer than 12 teams)
1. EdUHK team	Representing EdUHK	HKD7,000	HKD7,000	HKD14,000
2. USFHK Sports Team (3rd and 4th place)	Representing EdUHK	HKD14,000	HKD14,000	HKD21,000
3. USFHK Sports Team (1st and 2nd place)	Representing EdUHK	HKD21,000	HKD21,000	HKD28,000
4. Team nominated by EdUHK	Representing Hong Kong	n.a.	HKD7,000	HKD7,000
5. Team nominated by a sub-association	Representing Hong Kong	n.a.	n.a.	n.a.
6. Personal invitation by an external	Representing Hong Kong	n.a.	n.a.	n.a.

organization				
--------------	--	--	--	--

5.1.6 Arrangement for Tour Leaders in overseas competitions

- The Tour Leader of a competing team is usually assumed by the coach, the PE Officer or the Sports Team Consultant instead of an unauthorised non-EdUHK person. The Tour Leader will bear any remaining expenditure on accommodation that exceeds the daily subsidy amount provided by EdUHK to him / her, and the amount of expenditure must be within the limit of EdUHK's allowance.
- Any full-time teaching staff of the Department of Health and Physical Education interested in assuming the role of Tour Leader of a competing team may submit a "duty trip" application to the Head of Department. As the role of Tour Leader is voluntary in nature, the applicant will not enjoy a reduction of workload in the department s/he serves or EdUHK.
- The Tour Leader and team members must stay in the same hotel. However, for the sake of privacy and to allow the staff concerned adequate rest, the competing team must provide a single room for its coach or Tour Leader.
- Prior to departure, the Tour Leader must submit the "Duty Trip Application Form" to the Head of the Department of Health and Physical Education. S/he may apply for the reimbursement of expenses involved, including, cost of transport to and from the airport etc.

5.2 Arrangements on venue and training

5.2.1 Arrangements for on-campus venue

- Indoor main venue in Block E and Leisure and Cultural Services Department (LCSD) venues are the major training venues. The former is mainly shared by the teams of handball (men / women), basketball (men / women), volleyball (men / women), and badminton (men / women), korfbal and dodge ball. In principle, the venues are allocated such that each team may have two training sessions per week as far as practicable.
- Using time of Block E indoor main venue for each team (TBC).
- Any team unable to practise at the designated time must send its captain to inform the Estate Office (Ms Janet pao, telephone: 2948 8230) or the staff of service counter (Block E: 2948 8844; Pak Shek Kok: 2638 1245) **two working days** in advance. Team that fails to notify the Estate Office in time of its absence of training will be marked, and its number of available practice sessions in the next semester will be deducted according to the absence record of the previous semester. For example, if a team fails to notify the Estate Office of its absence of training three

times in the first semester, it will have three sessions deducted from the available practice sessions in the second semester.

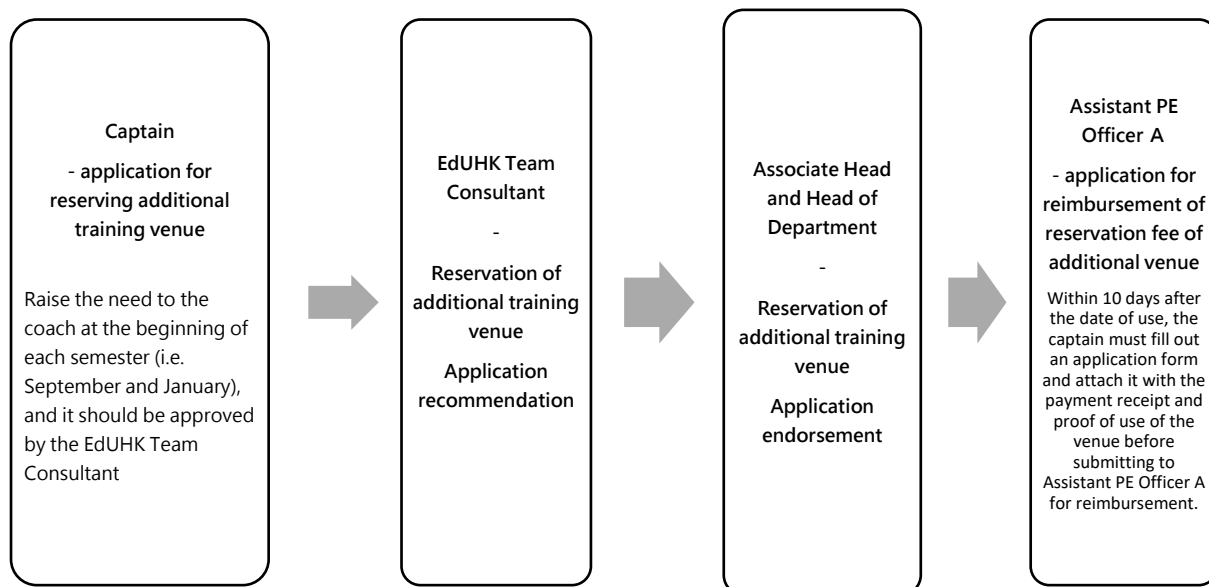
- If less than half of the team members show up 15 minutes after the start of the reserved session, the reservation will be cancelled and allotted to the others. The service counter will notify the Department afterwards and record the incident, and the number of available sessions to the team concerned in the next semester will be deducted according to the incident record of the previous semester. For example, if the reserved session of a team has been cancelled three times in the first semester, it will have three sessions deducted from the available sessions in the second semester.
- The Head / Associate Head of the Department of Health and Physical Education may conduct unscheduled spot checks with the staff of the Estates Office on the use of venues. Any identified inappropriate use of the venue will result in a suspension of a team's right to use the venue for one month. The team concerned must explain the incident in a report to the Head of the Department of Health and Physical Education. In the event of a serious violation of terms of use, the right to use the venue may be suspended for the whole year and the Department reserves the right to pursue legal action.
- The captain shall remind all team members to check the quantities of all equipment and return them to their designated location after each training session. Equipment must not be stored at the service counter (E-LP2-16 or Pak Shek Kok service counter) to prevent any loss.
- EdUHK team that reserves a venue in the name of its team members, or intends to practise certain sports or carry out fitness training with team members, can only use the equipment of an EdUHK team or the gym after their identities have been verified by staff at the venue. If members of an EdUHK team intend to practise with non-team members, they can only book the venue in their own names and are not eligible to use the equipment of the EdUHK teams.
- Volleyball team members may borrow volleyball posts and net for practice. Handball team members may reserve half of the court and handball goals for practice. Team members must move and set up the posts, net, and goal on their own.

5.2.2 Reservation of off-campus venues

- If an off-campus venue is to be reserved for practice, the captain must put forward such need at the beginning of each semester (i.e. September and January) to the coach and obtain the approval of the Sports Team Consultant.
- To apply for the reimbursement of the reservation fee of the off-campus venue, the captain must fill out a payment application form, attach the payment receipt and proof of use of the venue, and submit the application to the Assistant PE Officer A in writing. Late application will

not be processed.

Figure 10: Process of applying for additional training venue



5.2.3 Arrangements for non-EdUHK Followers

- To improve students' techniques and to facilitate knowledge exchange, EdUHK allows coaches to bring in non-EdUHK followers³ for training. However, the coach shall make sure that no disturbance will be caused by non-EdUHK followers to the training of EdUHK teams. Such incidents, if occurred, must be immediately reported to the Head of Department by the captain to allow EdUHK to follow up with the violation of term of use.
- To safeguard the resources of EdUHK, coaches who have non-EdUHK followers to assist the training of an EdUHK team must limit the number of followers to less than half of the team's members. Otherwise, such training must be declared as a friendly match. In the event of violation of such term, a warning letter will be issued to the team and its coach by the Head of

³ A "non-EdUHK follower" is a volunteer selected and recommended by the coach. S/he is not appointed / employed by the Department of Health and Physical Education. S/he has no contractual or employment relationship with EdUHK and is not covered by staff insurance and not entitled to staff benefits .

Department. In the event of repeated violation, the team coach's contract will be terminated.

5.2.4 Injury of team members

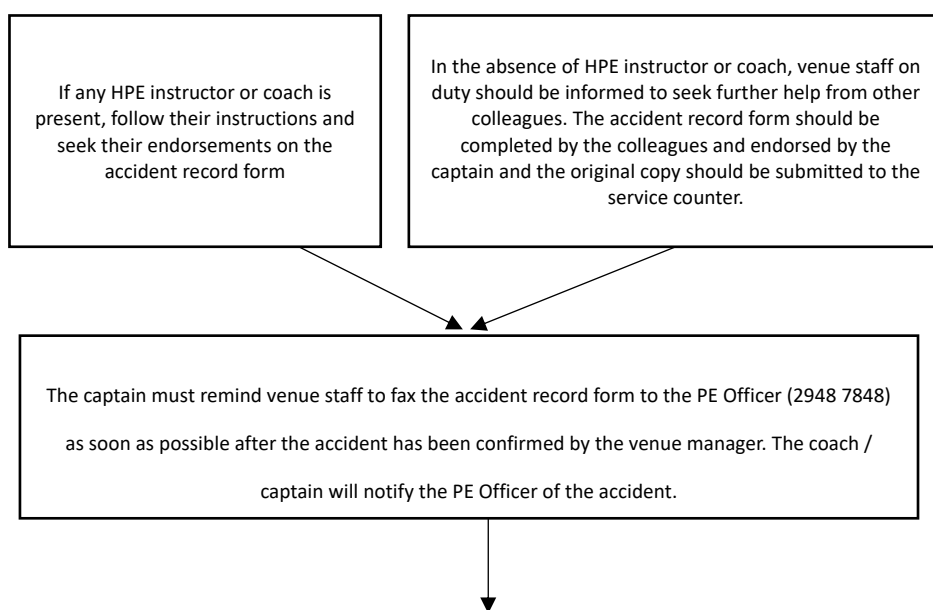
- Team captain must report the injury of any team member wherever it took place during a training or a match. The captain must fill out an injury report and / or an insurance claim form. The completed insurance claim form shall be sent to the Finance Office at Block A for follow up.
- If a team member gets injured at a LCSD venue, the captain may request LCSD for an injury report form, fill it out and keep a copy for future reference.

5.2.5 Procedures for handling and reporting injuries

- If any instructor or coach of the Department of Health and Physical Education is present, their instructions should be followed, and their endorsements should be sought on the accident record form. In the absence of the aforementioned personnel, venue staff on duty should be informed to seek further help from other colleagues. The accident record form should be completed by the colleague and endorsed by the captain and the original copy should be submitted to the service counter. Call (Mr. Hon 96208832) or e-mail (clhon@eduhk.hk) the PE Officer in the same evening.
- The captain must remind venue staff to fax the accident record form to the PE Officer (2948 7848) as soon as possible after the accident has been confirmed by the venue manager.
- Personnel (including the coach / Tour Leaders, etc.) handling the injured must be a qualified first-aid certificate holder, s/he should stay calm and follow the instructions below:
 - a) Minor injury
 - Try to find out how and why the injury occurred.
 - Carefully inspect and observe the injured to make an initial assessment.
 - Comfort the injured and aid the injured to stay in a position that s/he is most comfortable with.
 - Ask the injured if s/he wishes to be treated at a health clinic or hospital.
 - i) If s/he does, the staff on duty of the venue where the accident took place shall make the arrangements.
 - ii) if the injured does not wish to be sent to the hospital and would rather handle the injury on his / her own, a venue user must be present to endorse the declaration as a witness.

- Record personal information of the injured and details of the accident on the accident record form.
- b) Serious injury (such as fracture, severe bleeding, shock, etc.)
- Try to find out how and why the injury occurred.
 - Carefully inspect and observe the injured to make an initial assessment (never move an injured if there is a spinal cord injury or fracture).
 - Comfort the injured and aid the injured to stay in a position that s/he is most comfortable with.
 - If necessary, call an ambulance or call the police (27353355 or 999) and provide the following information in your call:
 - i) the location of the accident;
 - ii) the condition of the injured; and
 - iii) the name and phone number of a contact person.
 - Notify the Security Unit (ext. 8000) of the ambulance call and ask for Unit staff to help.
 - Record personal information of the injured and details of the accident; locate the ID card of the injured, and prepare HKD 180 for attendance of Accident & Emergency Department of public hospital.
 - If necessary, notify the PE Officer (Mr. Hon 96208832) and family members of the injured.

Figure 11: Procedures for handling and reporting Injuries



5.3 Others

5.3.1 Equal Opportunities Campus

- The Head of the Department of Health and Physical Education (29487672, ama@eduhk.hk) must be immediately informed of any harassment and discrimination, including sexual harassment, racial and disability discrimination committed by any coach / team member / staff.
- For more information on sexual harassment, racial and disability discrimination, please refer to EdUHK website's "Equal Opportunities Campus" page (https://www.eduhk.hk/equal_opportunities/view.php?sso=y&secid=52286&u=u) or the website of the Equal Opportunities Commission: <https://www.eoc.org.hk/>.

5.3.2 Personal Data (Privacy) Ordinance

a) Privacy Policy Statement (PPS):

- The Privacy Policy Statement (PPS) is EdUHK's overall commitment in protecting personal data privacy. Details are accessible at <http://www.eduhk.hk/main/privacy-policy/> or visit <https://www.eduhk.hk/ocio/personal-data-protection-eduhk> to learn more about the University's personal data protection.
- The Privacy Policy Statement (PPS) applies to the communication channels used by the data subjects (i.e. serving and former teaching staff, students, alumni, contractors / former contractors) for enquiring and updating their personal data.
- For general enquiry about the privacy policy and practice of EdUHK, please contact the Data Privacy Officer (DPO) of the University by e-mail (dpo@eduhk.hk).

b) EdUHK Teams Personal Data Collection Statement

- All personal data collected from team members / coaches / non-EdUHK Followers will

only be used for:

- i) processing event applications and arrangements related to EdUHK teams, including but not limited to: EdUHK team training, reservation of facilities, exchange programmes, scholarship applications, etc.;
 - ii) verifying the identity of team members;
 - iii) conducting statistical analysis;
 - iv) facilitating communication between team members and the Department of Health and Physical Education; and
 - v) and other purposes directly related to any of the above items.
- Unless marked as “unnecessary”, EdUHK team members must provide relevant personal information. The University may be unable to process event application related to the EdUHK team, or to provide the required activities, services or facilities, or to contact EdUHK team members, without relevant personal information.
 - To access or update personal data held by the Department, please contact Assistant PE Officer A (ahmchau@eduhk.hk).

Note: While data privacy is an important right, the interests protected under Personal Data (Privacy) Ordinance (PDPO) have to be balanced against other important rights or public interest. PDPO provides a number of exemptions from some compliance requirements under particular circumstances. Examples include crime prevention or prosecution, security and defence, statistics and research, news activity, protecting a data subject's health etc. There is also an exemption if the use of personal data is required or authorised by law or court order or is required for exercising or defending legal rights in Hong Kong. A table summarising the exemption provisions can be found here: https://www.pcpd.org.hk/misc/files/table1_e.pdf.

VI. Sports-related Scholarships

6.1 Sports-related Scholarships nominated by the Department of Health and Physical Education

6.1.1 Wilfred Ng Entrance Scholarship

- Application period: October
- Application deadline: Mid-November
- Department nomination period: Late November

6.1.2 Cheung's Family Charity Fund Scholarship

- Application period: October
- Application deadline: Late October
- Department nomination period: Early November

6.1.3 Professor Frank Fu Scholarship

- Application period: October
- Application deadline: Mid-November
- Department nomination period: Late November

6.1.4 HKSAR Government Scholarship Fund – Talent Development Scholarship (TDS) for UGC-funded programmes

- Application period: End of October to November
- Application deadline: Mid-December
- Department nomination period: End of March to April

6.1.5 HK Rugby Union Scholarship

- Application period: late March
- Application deadline: May
- Department nomination period: Mid-May

Note: The application periods listed above are for reference only. Please refer to the official announcement of actual application period for each scholarship.

6.2 Scholarship Application Process

Process	Time	Responsible Unit
Announcement of the application period and collection of application forms for Wilfred Ng Entrance Scholarship, Cheung's Family Charity Fund Scholarship and Professor Frank Fu Scholarship	October	General Office of the Department of Health and Physical Education
Scholarship Selection Committee to meet and confirm the shortlist	Early November	Scholarship Selection Committee of the Department of Health and Physical Education
Announcement of the application period and collection of application forms for HKSAR Government Scholarship Fund - Talent Development Scholarship (TDS) for UGC-funded programmes	October to November	General Office of Department of Health and Physical Education
Scholarship Selection Committee to meet and confirm the shortlist	Early March	Scholarship Selection Committee of the Department of Health and Physical Education
Announcement of the application period and collection of application forms for HK Rugby Union Scholarship	March	General Office of Department of Health and Physical Education
Scholarship Selection Committee to meet and confirm the shortlist	Early May	Scholarship Selection Committee of the Department of Health and Physical Education

6.3 HPE Scholarship Selection Committee

6.3.1 Terms of Reference

- To provide comments and make recommendations to the Departmental Management

Committee regarding the management of scholarships, monetary prizes and other matters concerning funds awarded based on the service to the Department, sports performances, and academic accomplishments. The comments and recommendations include but are not limited to the following:

1. To formulate and review policies on student scholarships / awards / monetary prizes, using service, sports performances, and academic accomplishments as the selection criteria.
2. To set up procedures and means for the formulation of proposals of scholarship / awards / monetary prizes and the selection of respective awardees.
3. To set up and delegate the Selection Committee to make nominations and approve the nominations, if necessary.
4. To comment on the proposals and maintain the record of awardees.
5. To set up a subcommittee at its discretion.
6. Any other matters as requested by the Departmental Management Committee.

6.3.2 Membership

Chairperson: Associate Head of Department (Learning and Teaching) (Appointed by the Head of Department)

Members:

- (a) Programme Leader / Subject Coordinator
- (b) PE Officer
- (c) Elite Athletes Development Officer

Secretary: Assistant PE Officer A

VII. Complaints or Grievances

7.1 Please refer to Chapter 12 of the Student Handbook for general guideline of making complaints

Chinese version: https://www.eduhk.hk/re/student_handbook/main_chi.html

English version: https://www.eduhk.hk/re/student_handbook/main.html

Appendices

Appendix 1: Roles and Responsibilities of the Physical Education Officer (only available in English)

The Education University of Hong Kong

Job specification

Physical Education Officer (USFHK Sports Team)

(Administrative Post)

Responsible to: Head of Department of Health and Physical Education or delegates

Main Duties and Responsibilities

The appointee will be responsible for:

1. Making recommendation to Head of Department regarding departmental policies on sports teams management such as funding allocation;
2. Managing and budgeting University's sports activities and competitions;
3. Assisting in recruitment and administration of sports coaches in training and competitions;
4. Liaising with internal and external associations, i.e., SAO, CO, USFHK, and Sports Associations;
5. Performing convener duty for USFHK sports competitions in HK and coordinating students to take part in All China Universities Games, All Asian Us and World Us Games;
6. Managing sports teams in overseas sports exchange and competitions;
7. Managing sports awards and prizes, in the capacity of a member of Sports Scholarship Committee;
8. Teaching and coaching whenever necessary; and
9. Performing any other duties as assigned by supervisor(s).

May 2020

Appendix 2: Roles and Responsibilities of the Assistant Physical Education Officer (Sports Council and USFHK Sports Team) (only available in English)

The Education University of Hong Kong

Job specification

Assistant Physical Education Officer (Sports Council and USFHK Sports Team)

Responsible to: Head of Department of Health and Physical Education or delegates

Main Duties and Responsibilities

The appointee will be responsible for:

1. Managing and budgeting University's sports activities and competitions;
2. Assisting in recruitment and administration of sports coaches in training and competitions;
3. Liaising with internal and external organizations in the sports services / courses provided by the Department;
4. Developing HPE students' personal and professional aspects through event management such as Cross-Country Race, Aquatic Meet, Athletic Meet, Orientation Camp, Wellness Week;
5. Organizing certificate and coaching education courses/workshops;
6. Providing secretarial support to the advisor of Sports Council and administrative support on matters related to sports facilities and event management, and sports development;
7. Managing sports awards and prizes, in the capacity of a member of Sports Scholarship Committee;
8. Teaching and coaching whenever necessary; and
9. Performing any other duties as assigned by supervisor(s).

May 2020

Appendix 3: Roles and Responsibilities of the Assistant Physical Education Officer (Non-USFHK Sports Team) (only available in English)

The Education University of Hong Kong

Job specification

Assistant Physical Education Officer (Non-USFHK Sports Team)

Responsible to: Head of Department of Health and Physical Education or delegates

Main Duties and Responsibilities

The appointee will be responsible for:

1. Managing and budgeting University's sports activities and competitions;
2. Assisting in recruitment and administration of sports coaches in training and competitions;
3. Liaising with internal and external associations, i.e., SAO, CO, and Sports Associations;
4. Managing sports team in overseas sports exchange and competitions;
5. Liaising with internal and external organizations in the sports services / courses provided by the Department;
6. Providing secretarial support to the advisor of non-USFHK and administrative support on matters related to sports facilities and event management, and sports development;
7. Managing sports awards and prizes, in the capacity of a member of Sports Scholarship Selection Committee;
8. Teaching and coaching whenever necessary; and
9. Performing any other duties as assigned by supervisor(s).

May 2020

Appendix 4: Roles and Responsibilities of the Consultant to USFHK Sports Team (only available in English)

The Education University of Hong Kong

Roles and Responsibilities

Consultant to USFHK Sports Team

Responsible to: Head of Department of Health and Physical Education

The Consultants to USFHK Sports Team will be responsible for nurturing the whole-person development of USFHK Sports Team. The duties may include serving as:

1. Interviewer for appointment of sports coaches;
2. Endorsing Officer for USFHK Sports Teams' List before passing on to the PE Officer for record and processing;
3. Recommending Officer for purchase of consumables/equipment for USFHK Sports Team;
4. Recommending Officer for the application of friendly match being proposed by USFHK Sports Team/Coaches;
5. Recommending Officer for booking venue for additional sports training on-campus or off-campus;
6. Tour Leader for USFHK Sports Team if he/she is interested; and
7. Mediator to resolve and cope with issues of USFHK Sports Team, if needed.

May 2020

Appendix 5: Name List of EdUHK Sports Team and EdUHK Followers (Sample)

The Education University of Hong Kong
STRICTLY CONFIDENTIAL
 Name list of sports teams 2019-2020

Team Name: _____ (Men / Women / Both) Team

	English name	中文姓名	Email	Mobile	T-shirt size
Coch					

**Assistant coach(es): (1 for each gender team) **

	English name	中文姓名	Gender	Mobile	Email	T-shirt size	Graduated Year
Assistant coach							
Assistant coach							

Legend

Item	Sample	Item	Remarks
IV UGC or Self-funded	UGC or SF	IX Trackout Size XXXS to XXXL	One set per stay in EdUHK
V Award	Master / PGDE BEEd / BEdEd-1	X sweater	All members will get one
VI Major in	PE / SS / ECE / GS	XI Training Tees	Only USPHK team members

Member list:

	Students No	English name	中文姓名	Hong Kong Identity Card No.	Course code	UGC or SF	Year	Major in	Mobile	EdUHK Email	Trackout Size		Sweater Size	Training Tees Size	Remark
											Top	Bottom			
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

The Education University of Hong Kong
STRICTLY CONFIDENTIAL
 Name list of sports teams 2019-2020

Team Name : _____ (Men / Women / Both) Team

	English name	中文姓名	Email	Mobile	T-shirt size
Coch					

****Assistant coach(es): (1 for each gender team) ****

	English name	中文姓名	Gender	Mobile	Email	T-shirt size	Graduated Year
Assistant coach							
Assistant coach							

Team follower list:

	Students No	English name	中文姓名	Hong Kong Identity Card No.	Course code	UGC or SF	Year	Major in	Mobile	EdUHK Email
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Non-EdUHK follower list:

	English name	中文姓名	Mobile	是否教大的校友? (Y/N)
1				
2				
3				
4				
5				

Personal Information Collection Statement (PICS)

The Personal Data collected will be used for (i) processing the application and arrangement for sports-related activities including but not limited to sports training, facilities booking, exchange programme, scholarships etc.; (ii) verifying identity of sports team members; (iii) conducting statistical analysis; (iv) facilitating communications between students and the HPE Department; and (v) other purposes directly relating to any of the above. Sports team members are required to provide their personal data, other than those items indicated as optional. In the absence of personal data, we may not be able to process the application for the sports-related activities, services or facilities or maintain contact with the team members. The HPE Department will keep all the personal data provided above as confidential and only authorized staff members will have access to and handle the personal data. HPE may disclose your personal data when authorized or required by law and in response to request from law enforcement agencies, government departments or regulatory authorities. Team members have right to request for access and correction of their personal data held by HPE by sending the request to the Department at shmchau@eduhk.hk.

Privacy Policy Statement (PPS)

The Privacy Policy Statement (PPS) is the University's overall commitment in protecting personal data privacy. The University PPS is accessible at <http://www.eduhk.hk/intranet/privacy-policy/> or at the Privacy Policy on the University web site (<http://www.eduhk.hk>). The PPS also includes the communication channels for data subjects (staff/staff, students/students, contractors/contractors) to make enquiries and request for updates of the personal data in custody. For general enquiry about the privacy policy and practice in the University, please contact our Data Privacy Officer (DPO) at dpo@eduhk.hk.

The Education University of Hong Kong
STRICTLY CONFIDENTIAL
 Name list of sports teams 2019-2020

Team Name : _____ (Men / Women / Both) Team

	English name	中文姓名	Email	Mobile	T-shirt size
Coch					

****Assistant coach(es): (1 for each gender team) ****

	English name	中文姓名	Gender	Mobile	Email	T-shirt size	Graduated Year
Assistant coach							
Assistant coach							

Appendix 6: Enrolment Form for USFHK Competitions (Sample)



香港大專體育協會主辦 2018-2019年度Panasonic大專男子水球錦標賽報名表

院校名稱：_____ 傳真號碼：_____ 領隊/負責人：_____ 聯絡電話：_____

教練：_____ 聯絡電話：_____ 隊長：_____

比賽日期：2018年11月17-18日(星期六,日) 運動員出生日期：1/1/1990 – 31/12/2001

截止報名日期：2018年10月29日 承辦單位：香港教育大學 比賽地點：沙田香港體育學院室內游泳池

中文姓名							
英文姓名							
身份證號碼							
球員號碼							
相 片							
中文姓名							
英文姓名							
身份證號碼							
球員號碼							
相 片							

備註：以上資料只用於本會此項賽事報名事宜，不可作其他用途。

董事局成員：_____

正本一份主委存檔，另副本一份(不需填上球員身份證號碼)主委收集後電傳各院校作參考。(簽署及校印) _____ (日期)

Appendix 7: Proposal for Equipment Purchase (Sports Team) (Sample)

DEPARTMENT OF HEALTH AND PHYSICAL EDUCATION
Proposal for Equipment Purchase (Sports Team)

Proposed by		Sports Team: Name of Student: Contact (mobile and email):					
No	Item	Quantity	Unit Price	Total cost (HK\$)	Estimated Maintenance Cost (HK\$)	New or Replacement	Justification
1.							
2.							
3.							
4.							
5.							
6.							
Total:							

Supported by Consultant:

Approved by HoD

 Name:
 Date:

 Name: Dr. Ada Ma
 Date:

Appendix 8: Purchase Requisition Form (Sample)



Purchase Requisition Form

Nº 676370

User Unit:		Name & Telephone No. of Contact Person:		Date:	
Delivery Location:			Required Delivery Date:		
Item	Account Code	Full Description	Qty.	Unit Price	
TOTAL AMOUNT :					
Previous PO/PR No.:					
Justifications for this purchase:					
Suggested Supplier(s) with full justifications:					
Vetted by EO/OCIO# before forwarding to the Finance Office # delete where inappropriate Name: _____ Date: _____		To be signed by Head of Budget Unit/Delegate Approved by* Name: _____ Title: _____ Date: _____ *Budget Unit should normally be responsible for the maintenance budget of asset items purchased under its own budget.		For Fixed Asset Only The Asset Administrator is assigned according to default asset category unless otherwise indicated below. Agreed by: _____, Asset Administrator Name: _____ Date: _____ EO/OCIO/LIB#	
For Finance Office Use Only					
Verified by:		PO No.:	PO Date:	Amount:	
Name: _____					
Date: _____					

Distribution: white copy to Finance Office; yellow copy for Requisitioner as book copy
S.F. 1 (06/2016)

Appendix 9: Acknowledgement of Receipt / Write-off of Training Equipment and Consumables (Sample)

Acknowledgement of Receipt of Training Equipment / Training-related Consumables

I _____ (English full name) (Student number: _____) am a member of the EdUHK _____ (name of team) team. I am handling relevant training equipment / consumables on behalf of my EdUHK team on _____ (date).

I have counted and acknowledged the receipt of the ordered training equipment / consumables, and I will store the relevant training equipment / consumables at _____ (storage location).

	Name of Training Equipment / Consumables	Quantity
Training Equipment / Consumables (1):		
Training Equipment / Consumables (2):		
Training Equipment / Consumables (3):		
Training Equipment / Consumables (4):		

Our team is also returning the following damaged training equipment / consumables to the Assistant PE Officer to facilitate writing off procedure.

	Name of Damaged Training Equipment / Consumables	Disposed Quantity
Training Equipment / Consumables (1):		
Training Equipment / Consumables (2):		
Training Equipment / Consumables (3):		
Training Equipment / Consumables (4):		

We hereby acknowledge the above is true and notify the Assistant PE Officer.

Signature of person
acknowledging receipt:

Name of person
acknowledging receipt:

Date of Signing:

Appendix 10: General Code of Conduct for Coaches of EdUHK Sports Team

Introduction

Playing sports not only improves physical fitness and benefits mental health of student, but also provides an all-round and long-lasting idea of a healthy life.

The extra-curricular activities and sports team education of EdUHK are different from those of other universities in the sense that we support students to pursue professional development in sports, instead of merely focusing on winning medals. The University provides a wide range of professional support. Through various EdUHK team activities and community services, we aim to improve students' sports standards, to develop self-discipline, to develop moral values, to cultivate a sense of belonging, and to increase their loyalty towards the EdUHK teams, as well as to strengthen their managerial capability.

Our sports teams strive to compete in the annual tournament held by University Sports Federation of Hong Kong, China, and we are committed to achieve the best performance in the bi-annual competitions of Asian University Games and the Universiade.

Furthermore, to increase the competitiveness of the members of EdUHK teams, we organise regular friendly matches with teams of universities in other countries / regions, such as China, Japan, South Korea, Macau, Moscow, Singapore, and Taiwan. Participants stated that participation in overseas training and competitions helped them improve their professionalism in sports in terms of leadership, broadening their global vision, and promoting comprehensive personal development.

Code of Conduct for Coaches

(published by HK Sports Institute <http://www.hksi.org.hk/hksdb>)

Coaches serve several important roles such as a teacher, role model, and trainer of athletes. Good coaches help athletes to gain proper experiences in sports participation and help nurture sportsmanship. To ensure the quality of coaches, the Hong Kong Coaching Committee has formulated a Code of Conduct for coaches to follow:

1. Treat each athlete as an individual and help him/her to reach full potential.
2. Promote fair play and show respect to other teams. Respect both the guidelines and the spirit of the rules that define and govern his/her sport.
3. Keep up with the latest coaching development and seek continual improvement.
4. Provide a safe environment. Ensure that equipment and facilities meet the safety standard.

5. Ensure athletes to engage in training and competition that suit his/her age and fitness level.
6. Inform athletes of the benefits of playing sport and encourage them to participate in sport throughout their lives.
7. Do not over train athletes. Maintain athletes' interest and nurture their enthusiasm for sports.
8. Always lead by example and do not speak foul language.
9. Avoid any form of harassment and discrimination, including sexual harassment, racial and disability discrimination.

Appendix 11a: Invitation for Contract for Service (only available in English)

Telephone : 2948-7706
Fax : 2948-7853

date

name of coach

address 1

address 2

Dear name of coach,

Invitation for Contract for Service

We are pleased to invite you to provide professional service for the Department of Health and Physical Education with details as follows:

Post : Sports Team Coach
Event : Non-USFHK (name of team)
Service Period : 1 September 2019 to 30 June 2020
Number of Hours / Days : no more than xx hours in total

You will receive an amount of \$xxx per hour fixed and travel allowance for \$xxx per year. No additional payment will be provided for personal expenses such as meals, and any personal materials used in this task. General office and teaching materials, if applicable, should be provided by the Department and prior approval from the Head of Department would have to be obtained for any purchase of materials. The University is obliged to protect copyrights and please be reminded that any reproduction of materials should comply with the Department's policy and any violation of the Hong Kong Government copyright ordinance is strictly prohibited by law.

You will provide services to the University as an independent contractor and not as an employee of the University.

While providing services to the University you should comply with all applicable laws in Hong Kong (including but not limited to the Prevention of Bribery Ordinance, the Bankruptcy Ordinance, the Personal Data (Privacy) Ordinance and the anti-discrimination ordinances in Hong Kong) and the University's policies and rules (including but not limited to the Policy Against Sexual Harassment and Procedures for Handling Complaints Against Sexual Harassment (http://www.eduhk.hk/main/wp-content/grand-media/application/Policy_Against_Sexual_Harassment_May_2016.pdf)).

You and the University may terminate this contract for service (if you agree to the terms in this letter) without cause by giving the other party not less than one month's notice in writing. Notwithstanding the preceding sentence, the University may, in its sole discretion, immediately terminate this contract if it is reasonably satisfied that you have breached any of the terms of the contract.

For purpose of clarity, please note that this letter is not an offer of employment and this invitation does not form any employment contract or part of any employment contracts between you and the University under any circumstances. You are not an employee of the University for any purpose.

If you agree to the terms above, this letter will form a binding contract between you and the University. You and the University do not intend any term in this letter and any other document which may contain any terms (express or implied) which are incorporated into the contractual agreement between you and the University to be enforceable under the Contracts (Rights of Third Parties) Ordinance (Cap 623).

Please sign a copy of this letter enclosed herewith and return it to acknowledge your acceptance. To facilitate payment, please also fill in the enclosed Personal Particulars Form and return with a copy of your Hong Kong Identity Card when you return your signed copy to (name of responsible staff) at (email).

Yours sincerely,

Acknowledged and accepted by:

Dr Ada Ma
Head of Department
Department of Health and Physical
Education
Encl.
cc : FO (Financial Accounting)

Name of coach
ID Card No.: _____
Date: _____

Appendix 11b: Declaration of No Sexual Offence (only available in English)

To : The Department of Health and Physical Education
The Education University of Hong Kong

Declaration

1. I declare that:

- a) **** I have not been convicted of any sexual offence covered by the Sexual Conviction Record Check scheme set out in the Appendix / I have been convicted of sexual offence(s) covered by the Sexual Conviction Record Check scheme set out in the Appendix*** (*delete as appropriate) in Hong Kong. Details of the offence(s), conviction(s) and the penalty are as follows (if applicable):-

- b) **** I have not been convicted of any sexual offence (including but not limited to the sexual offences similar to the ones covered by the Sexual Conviction Record Check scheme set out in the Appendix) / I have been convicted of sexual offence(s) (including but not limited to the sexual offences similar to the ones covered by the Sexual Conviction Record Check scheme set out in the Appendix)*** (*delete as appropriate) outside Hong Kong. Details of the offence(s), conviction(s) and the penalty are as follows (if applicable):-

Signature : _____

Name : _____

<HKID Card No.> : _____

Date : _____

A Specified List of Sexual Offences Covered under the SCRC Scheme

Crimes Ordinance (Cap 200, Laws of Hong Kong)

section 47	Incest by men
section 48	Incest by women of or over 16
section 118	Rape
section 118A	Non-consensual buggery
section 118B	Assault with intent to commit buggery
section 118C	Homosexual buggery with or by a man under 21 (only if the victim was under 16)
section 118D	Buggery with a girl under 21 (only if the victim was under 16)
section 118E	Buggery with a mentally incapacitated person
section 118G	Procuring others to commit homosexual buggery (only if to procure a victim under 16)
section 118H	Gross indecency with or by a man under 21 (only if the victim was under 16)
section 118I	Gross indecency by a man with a male mentally incapacitated person
section 119	Procurement of an unlawful sexual act by threats or intimidation
section 120	Procurement of an unlawful sexual act by false pretences
section 121	Administering drugs to obtain or facilitate an unlawful sexual act
section 122	Indecent assault
section 123	Sexual intercourse with a girl under 13 (only if the offender was 18 or above)
section 124	Sexual intercourse with a girl under 16 (only if the offender was 18 or above)
section 125	Sexual intercourse with a mentally incapacitated person
section 126	Abduction of an unmarried girl under 16
section 127	Abduction of an unmarried girl under 18 for sexual intercourse
section 128	Abduction of a mentally incapacitated person from parent or guardian for sexual act
section 129	Trafficking in persons to or from Hong Kong for the purpose of prostitution
section 130	Control over persons for the purpose of unlawful sexual intercourse or prostitution
section 132	Procurement of girl under 21
section 133	Procurement of a mentally incapacitated person to have unlawful sexual intercourse
section 134	Detention for intercourse or in a vice establishment
section 135	Causing or encouraging prostitution of, intercourse with, or indecent

	assault on, a girl or boy under 16
section 136	Causing or encouraging prostitution of a mentally incapacitated person
section 138A	Use, procurement or offer of persons under 18 for making pornography or for live pornographic performances
section 140	Permitting a girl or boy under 13 to resort to or be on premises or vessel for intercourse
section 141	Permitting a young person to resort to or be on premises or vessel for intercourse, prostitution, buggery or homosexual act (only if the victim was under 16 and the offender was 18 or above)
section 142	Permitting a mentally incapacitated person to resort to or be on premises or vessel for intercourse, prostitution or homosexual act
section 146	Indecent conduct towards a child under 16

Prevention of Child Pornography Ordinance (Cap 579, Laws of Hong Kong)

section 3	Offences relating to child pornography
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Related inchoate offences

Inciting another to commit any of the above offences

Aiding, abetting, counselling or procuring the commission of any of the above offences

Conspiracy to commit any of the above offences

Attempting to commit any of the above offences

Appendix 12: Application Form for Borrowing EdUHK Pennant / Picking up Souvenirs for Events attended by EdUHK Teams (Sample)

Department of Health and Physical Education

Application Form for Borrowing EdUHK Pennant /

Picking up Souvenirs for

Events attended by EdUHK Teams

(This service is only available to EdUHK teams / other HPE student activities)

Ref: No.: _____

Official use only

Returned

Date of return: _____

Application procedure / points to note:

1. Please read the application procedure / points to note carefully. Complete Part A and Part B of the form and return it to the **Assistant PE Officer (D4-2/F-Room 23)**.
2. Application for borrowing EdUHK pennant / picking up souvenirs for events attended by EdUHK Teams must be made **at least 3 working days prior the date of borrowing. The materials must be returned on or before the designated date of return** to the Assistant PE Officer (D4-2/F-Room 23).
3. Available materials are limited. All applications will be processed on a first come, first served basis.
4. When students pick up the materials, they should carefully count the number of items and check if the materials are functioning well. The Department reserves the right to take appropriate action if the materials are damaged when they are returned.
5. For enquiries, please call (852) 2948 8353 during office hours.

Part A – Personal Information *(please fill in this part with English block letters to facilitate data entry.)*

Name (Eng): _____ Name (Chi): _____ Student No.: _____
 Contact Phone Number: _____ (Mobile) Email: _____ @ _____

*** The Department will contact student applicant through this e-mail address.*

Name of EdUHK Team: _____ You are: Captain Vice-Captain Team Member
 Other, please specify: _____

Name of Organizing Committee of the Activity: _____
 You are: President Vice President Member of Committee Other (please Specify: _____)

Reason for borrowing (Please tick as appropriate):

Overseas activity / competition Date: _____ Name of event / competition: _____
 HPE student activity Date: _____ Name of event: _____
 Date of picking up: _____ Date of return: _____

Part B – Item description

Please indicate ***the materials to be borrowed and their quantities*** (please tick as appropriate)

Name of Item	Remarks (e.g. size, colour and reference number of pennant)	Required quantity	Returned quantity
EdUHK Pennant	Large (1)		
EdUHK Pennant	Standard (2), (3), (4)		
EdUHK Souvenir Pennant	/		

Name of Item	Size	Required Quantity	Size	Required Quantity	Size	Required Quantity	Size	Required Quantity	Size	Required Quantity
Training T-shirt (red)	XXS/XS		S		M		L		XL/XXL	
Training T-shirt (white)	XXS/XS		S		M		L		XL/XXL	
Training T-shirt (green)	XXS/XS		S		M		L		XL/XXL	
Sweater ()	XXS/XS		S		M		L		XL/XXL	
Track suit	XXS/XS		S		M		L		XL/XXL	

Signature of applicant: _____ Date: _____

Appendix 13: Points to Note, Financial Arrangements and Code of Student Conduct for Overseas Tournaments or Exchange Activities of EdUHK Sports Team



Overseas Tournaments or Exchange Activities of EdUHK Sports Team Points to Note, Financial Arrangements and Code of Student Conduct

Part 1 – Plans for Application

Note: The proposal and the budget report must be submitted **at least 3 months prior to** the departure date of the tournament / exchange activity.

1. Air tickets and hotel accommodation must be arranged **2 months before** the departure date of the tournament / exchange activity.
2. Information of Emergency Contact and the Assumption Form must be submitted **2 months before** the departure date of the tournament / exchange activity.
3. After air tickets and hotel accommodation are reserved, team members who withdraw from the competition shall bear the full fees of the reserved air tickets and hotel accommodation.
4. All team members must take the same outbound and inbound flights. In the event of special circumstances, an application must be submitted to the Head of Department 2 months in advance and be approved accordingly.
5. EdUHK provides insurance for all its students (https://www.eduhkhk/fo_corner/view.php?sso=y&secid=3180&u=u). Students who require additional insurance coverage should seek insurance providers on their own.

Part 2 – Budget and Funding Details

The booking of air-ticket, cross boundary coach / bus ticket and hotel accommodation must be handled by the Assistant PE Officer, following the guideline set out by Finance Office to request formal quotations and make purchases subsequently. The team concerned must not make the purchases on its own and should submit the list of team members as soon as possible to facilitate the booking process.

Expenses budget of the coach(es) includes:

1. Round-trip air / train tickets
2. Round-trip transport from airport to downtown
3. Hotel accommodation

Expense budget of the students includes (funding provided by the Department) (APPENDIX)

1. Round-trip air / train tickets
2. Round-trip transport from airport to downtown
3. Accommodation
4. Daily transport: excluding the departure day and the return day, each person is entitled to HKD10 subsidy per day, i.e. the total is HKD10 x number of persons x number of days
5. Water expenses for competitions: HKD10 x number of persons x days of competitions
6. EdUHK pennant (#3 or #4), souvenir pennant and first aid kit
7. The team may make its own banner. The banner's design must be approved by the PE Officer prior to its production.

****If any special consumables or transport arrangements are required, the application must be made three months in advance (i.e. when the budget report is submitted) ****

Part 3 – Receipts for Expense Reimbursement

(The booking of air-ticket, cross boundary coach / bus ticket and hotel accommodation must be handled by the Assistant PE Officer, following the guideline set out by Finance Office to make purchases and payment settlement)

1. Team members in-charge of keeping the receipts are suggested to bring along A4 papers and glue to the trip so that all receipts can be kept on the paper.
2. The recipient of the receipts should be The Education University of Hong Kong or team captain.
3. All receipts shall bear the name of the company, the seal of the company, costs of the items and the total amount.
4. The receipts of coach(es), Tour Leader(s) and team members should be kept separately to facilitate the application for reimbursement.
5. If the expenses of team members and the coach are included in the same receipt, the total amount should be divided by the total number of persons involved in the transaction, and the personal expenses of the coach(es) must be clearly indicated in the reimbursement application.
6. If there is no official receipt but only an invoice (which must bear the company's seal and authorised signature), the paid amount on the invoice must be HKD 0.
7. If only electronic receipts are available, an email copy must be enclosed.
8. For flights, the original copies of the Boarding Passes of team members must be enclosed.
9. For overseas competitions or exchange activities, proof of rates of currency exchange must be enclosed, i.e., the receipt stating the exchange rate of the foreign currency concerned on the day of conversion.
10. For taxi trips, the starting point and destination must be clearly stated on the receipts. An explanation for taking the taxi ride must also be enclosed.
11. In competitions organised by USFHK, if the subsidy for men's and women's teams varies according to the results, the receipts of competition expenses of both teams must be completely separated.

Part 4 – Personal Reflection Report

Reflection and Conclusion Article (150 - 300 words for every person and enclose at least 3 photos; no repeated submission of the same photo as other members and no official group photos; personal group photos are accepted)

Aspects of reflection / conclusion:

1. How this event broadens his / her horizon
2. How this event improves team morale and their sense of belonging
3. How this event improves sports technique and enrich the training skills
4. How to lead a team of students to attend overseas training or competitions in an effective and safe way

5. How this event helps team members in their personal development and benefits the education realm
6. Any interesting and unforgettable experiences (people, incidents, and things)

Part 5 – Code of Student Conduct

During an overseas competition and exchange activity, students must:

1. Be aware of their personal behaviour and avoid using foul language;
2. Completely obey their coaches and Tour Leaders;
3. Not leave the team without permission;
4. Respect local culture and avoid breaking taboos;
5. Be polite;
6. Stay humble in communicating with other teams;
7. Not drink alcohol or smoke.

Part 6 – Procedures for Handling and Reporting Accidents Occurred in an Overseas Competition or Exchange Activity

1. Procedures for Handling and Reporting

1.1. If any instructor or coach of the Department of Health and Physical Education is present, their instructions should be followed, and their **endorsements should be sought on the local record of accidents. Obtain a photocopy of the record.** In the absence of the aforementioned personnel, **local venue** staff should be informed to seek further help from other colleagues. The accident record form should be completed by the colleague and endorsed by the captain.

1.2. When the coach / Tour Leader has properly taken care of the injured athlete, the original copy of **the record** shall be passed to the injured athlete for making an insurance claim. A copy shall be sent to the PE Officer (Mr. Hon) through WhatsApp (96208832) or email (chon@eduhk.hk) as soon as possible. An email report on the latest situation shall be sent to the PE Officer within 48 hours of returning to Hong Kong.

2. When handling an injured, colleagues shall stay calm and follow the instructions below:

2.1. Minor injury

- 2.1.1. Try to find out how and why the injury occurred. Carefully inspect and observe the injured and make an initial assessment.
- 2.1.2. Comfort the injured and aid the injured to stay in a position that s/he is most comfortable with.
- 2.1.3. Ask the injured if s/he wishes to be treated at a health clinic or hospital.
- 2.1.4. If s/he does, the injured should be accompanied by the captain to receive treatment at a health clinic or hospital. The coach should stay to maintain order. Bring along local currency and the identity cards / passports of the injured and the captain, mobile

phones, spare battery, and student cards.

2.1.5. If the injured does not wish to be sent to the hospital and would rather handle the injury on his / her own, the captain or the coach must be present to endorse the declaration as a witness.

2.1.6. Obtain an accident record form at the venue and record information of the injured and the details of the accident. Make a photocopy for record. The name of the injured, as well as the medical procedures carried out must be stated on all the original copies of receipts issued by the hospital.

2.2. Serious injury (such as fracture, severe bleeding, shock, etc.)

2.2.1. Try to find out how and why the injury occurred. Carefully inspect and observe the injured to make an initial assessment (never move an injured if there is spinal cord injury or fracture).

2.2.2. Comfort the injured and aid the injured to stay in a position that s/he is most comfortable with.

2.2.3. If necessary, call the local ambulance or call the local police and provide the following information:

- i) the location of the accident
- ii) the condition of the injured, and
- iii) the name and telephone number of a contact person.

2.2.4. The injured should be accompanied by the captain to receive treatment at a health clinic or hospital. Bring along local currency and the identity cards / passports of the injured and the captain, mobile phones, spare battery, and student cards.

2.2.5. The Tour Leader / coach / captain shall notify the PE Officer (Mr. Hon: 96208832) and persons on the Emergency Contact List of the injured through WhatsApp and e-mail.

Funding Policy for Sports Competitions and Events

- All USFHK Sports Teams that represent EdUHK to participate in a competition or join an event ^{Note1} by invitation will receive a team subsidy of HKD7,000 ^{Note2} from the Department of Health and Physical Education. The amount of subsidy would increase to HKD14,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}. (Please refer to Table 1 below)
- USFHK Sports Team that represented EdUHK and finished in third or fourth place in a competition in the previous year will receive a team subsidy of HKD14,000 ^{Note2} from the Department of Health and Physical Education when they take part in a competition or join an event ^{Note1} by invitation the next year. The amount of subsidy would increase to HKD21,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}.
- USFHK Sports Team that represented EdUHK and won or finished in second place in a competition in the previous year will receive a team subsidy of HKD21,000 ^{Note2} from the Department of Health and Physical Education when they take part in a competition or join an event ^{Note1} by invitation the next year. The amount of subsidy would increase to a maximum of HKD28,000 if the team concerned wins any prize ^{Note3} in a competition ^{Note4}.
- Any team that was nominated by EdUHK to represent Hong Kong in a competition in the previous year will receive a team subsidy of HKD7,000 ^{Note2} from the Department of Health and Physical Education when it represents EdUHK to participate in a competition or join an event ^{Note1} by invitation. The amount of subsidy will not vary with the team's achievements in the event ^{Note3} ^{Note4}.
- Any team / athlete that is nominated by a sub-association, or selected by a relevant sports association, or invited by an external organization, will not be funded by EdUHK, whether the team / athlete is representing Hong Kong or not.
- The amount of subsidy will be reviewed regularly depending on the availability of funds. The annual subsidy ceiling for each athlete is capped at HKD2,000 per trip. If the number of competing members of the USFHK Sports Team is 16 or more, the funding amount will be doubled (e.g., HKD7,000 x 2 = HKD14,000).
- Before receiving any subsidy, the applicant shall provide a budget of expenses (including a financial report with expense reimbursements) and a reflection article to the PE Officer.

Note:

¹ National University Sports Games, Asian University Games, World University Games, or the Olympic Games

² Exclusive of daily food and beverage expenses

³ First, second or third place

⁴ Competitions that involve no fewer than 12 teams

Table 1: Funding Policy for Sports Competitions and Events

Team (Overall achievements in previous year)	Capacity	Training / Invitation	Official Competition (all National University Sports Games, Asian University Games, World University Games, or the Olympic Games)	Award (winning the first, second or third place in a competition with no fewer than 12 teams)
1. EdUHK team	Representing EdUHK	HKD7,000	HKD7,000	HKD14,000
2. USFHK Sports Team (3rd and 4th place)	Representing EdUHK	HKD14,000	HKD14,000	HKD21,000
3. USFHK Sports Team (1st and 2nd place)	Representing EdUHK	HKD21,000	HKD21,000	HKD28,000
4. Team nominated by EdUHK	Representing Hong Kong	n.a.	HKD7,000	HKD7,000
5. Team nominated by a sub-association	Representing Hong Kong	n.a.	n.a.	n.a.
6. Personal invitation by an external organization	Representing Hong Kong	n.a.	n.a.	n.a.

Appendix 14: Proposal for Overseas Tournaments or Exchange Activities (Sample)



教大校隊活動計劃書

活動資料：

名稱：	香港教育大學壁球隊台北集訓
日期：	2019年12月26日 - 12月31日
時間：	6日5夜
地點：	台北 – 國立台灣大學
對象：	壁球隊隊員
預算參加人數：	參加者 / 運動員：(11)人、教練及助教(0)人、領隊(1)人

活動理念：

本年我校派出壁球隊參與 2019 大專組壁球賽事。在過往大專賽事，其中亦獲得優良的成績。在大專組壁球賽中，男子隊獲得第七名的成績，女子隊則獲得第五名，雖不算佳績，但球隊在整個比賽的表現和態度可以說是雖敗猶榮。今年隊員如常認真練習，經過半年的努力，亦希望今年大專盃取得佳績。期盼我校派出之代表於集訓過程中，不但能獲得寶貴的壁球技術及經驗，同時能與不同大學及國家的球員作文化交流。所以，是次絕對是一個好機會，讓球隊中不同的球員前往其他地方吸收經驗、改善技術及擴闊眼界。球隊定必嚴守紀律、努力為是次活動作出準備及全情投入活動。

運動員代表我校出外不但能汲取難能可貴的大賽經驗，拓展我校的壁球隊，在與各地大學生交流的過程中，球員更能擔任我校的親善大使，推廣香港教育大學。

活動目的：

是次活動主要目的為與台灣的大學和新加坡選手進行交流，擴闊隊員的視野。透過 6 日 5 夜的集訓，希望我校隊員能在訓練中了解台灣壁球現今的發展。另外，亦希望我校男女壁球隊員能吸收是次比賽的寶貴經驗，使壁球技術能得以改善及進步，以迎接本年度的大專賽，繼續為我校爭取殊榮。

活動內容：

日期	時間	活動內容	負責同學	備註
26/12/2019 (四)	1206-1355	去程，到達台北	████████	
	1500-1700	到達酒店及整理房間	████████	
	1700-1800	晚餐	████████	
	1800-2000	團隊訓練	████████	訓練場地: 2 個
27/12/2019 (五)	0930	早餐及當日訓練簡介	████████	
	1100-1300	團隊訓練	████████	訓練場地: 2 個
	1330-1500	午餐	████████	
	1500-1700	市內文化體驗	████████	
	1700-1800	前往比賽場地	████████	
	1800-2100	比賽交流 (台北及新加坡隊)	████████	訓練場地: 3 個
	2130-2300	晚餐	████████	
	2300	返回酒店及檢討	████████	
28/12/2019 (六)	1000	早餐及當日訓練簡介	████████	
	1100-1300	晨跑及體能訓練	████████	
	1330-1430	午餐	████████	
	1500-1600	前往比賽場地	████████	
	1600-2000	比賽交流 (台北及新加坡隊)	████████	訓練場地: 3 個
	2030-2230	晚餐	████████	
	2230	返回酒店及檢討	████████	
29/12/2019 (日)	0930	早餐及當日訓練簡介	████████	
	1100-1300	團隊訓練	████████	訓練場地: 2 個
	1330-1500	午餐	████████	
	1500-1700	市內文化體驗	████████	
	1700-1800	前往比賽場地	████████	
	1800-2100	比賽交流 (台北隊)	████████	訓練場地: 3 個
	2130-2300	晚餐	████████	
	2300	返回酒店及檢討	████████	

30/12/2019 (一)	0900	早餐及當日訓練簡介	██████████	
	1000-1200	晨跑及簡單團體訓練	█	
	1200-1330	午餐	██████	
	1400-1800	比賽交流 (男女子團體賽及表演賽)	██████████	訓練場地: 3 個
	1900	感謝宴	██	
	2300	返回酒店及大檢討	██████████	
31/12/2019 (二)	1155-1355	回程	██	

活動籌備及宣傳工作 (進度及分工) :

時間 / 日期	活動內容	負責同學	備註
8 月	收集隊員意見及隊員報名	隊長 (██████████)	
8 月-9 月	籌備計劃書	██████████	
9 月	制定比賽日程	██	
9 月	提交財政預算	██	
8 月-10 月	邀請比賽隊伍	██████████	
9 月 25 日	提交計劃書	██████████	
11 月	比賽賽程及規則	██████████	
12 月	製作集訓手冊	██	
12 月	集訓簡介會	██████████	

活動成效及評鑑方法：

- 於集訓最後一日進行大檢討，讓隊員分享感受
- 校隊教練的評價
- 今年大專成績的比較
- 隊員訓練進度及投入程度

其他 (包括預計困難及解決方法，危機應變方法)：

- 與比賽隊伍球技的懸殊，因為有部份隊員的壁球經驗較淺
 - 與比賽隊伍商討後，同意安排一些合適的球員對賽
- 體能訓練在戶外進行，需要作出雨天的後備方案
 - 到埗後立即尋找室內或有蓋的場地進行體能訓練

預算航班資料：

	日期	時間	班次	航空公司	機票數量
去程	26/12/2019	1205-1355	HX254	香港航空	11
回程	31/12/2019	1155-1355	HX253	香港航空	11

預算住宿資料：

	日期	入住日子	酒店名稱
入住	26/12/2019	6日5夜	凡登台北商務旅店
退房	31/12/2019		
	房間種類	房間數量	備註
	普通房	5	
備註：			

財政預算*：

	項目內容	數量	費用 (港幣)	總數
預算收入:	隊員收費	11	\$5286	\$58140

	項目內容	數量	費用 (港幣)	總數
預算支出:	機票費用	11	\$3000	\$33000
	住宿費用* (備註 1)	11	\$2000	\$22000
	交通費用* (備註 2)	11	\$240	\$2640
	訓練場地費用	8 小時	\$62.5	\$500
			總費用：	
備註：	1	\$400 x 11 人 x5 晚 = \$22000		
	2	(\$10 x 4 日 + \$100 X 2 程) x 11 人 = \$2640		

* 財政預算以 Excel 文件 (Budget for Squash Team Overseas Trip_2019) 作實。

Appendix 15: Points to Note for EdUHK Sports Teams

Points to Note for EdUHK Sports Teams

1. Any team unable to practise at the designated time must send its captain to inform the Estate Office (Ms Janet Pao, telephone: 2948 8230) or the staff of service counter (Block E: 2948 8844; Pak Shek Kok: 2638 1245) **two working days** in advance. Team that fails to notify the Estate Office in time of its absence of training will be marked, and its number of available practice sessions in the next semester will be deducted according to the absence record of the previous semester. For example, if a team fails to notify the Estate Office of its absence of training three times in the first semester, it will have three sessions deducted from the available practice sessions in the second semester.
2. If **less than half** of the team members show up 15 minutes after the start of the reserved session, the reservation will be cancelled and allotted to the others. The service counter will notify the Department afterwards and record the incident, and the number of available practice sessions to the team concerned in the next semester will be deducted according to the incident record of the previous semester. For example, if the reserved session of a team has been cancelled three times in the first semester, it will have three sessions deducted from the available practice sessions in the second semester.
3. The Department may conduct unscheduled spot checks with the Estate Office at the venues. Any identified inappropriate use of the venue will result in a suspension of a team's right to use the venue for one month. The team concerned must explain the incident in a report to the Head of the Department of Health and Physical Education. In the event of a serious violation of terms of use, the right to use the venue may be suspended for the whole year. The Department also reserves the right to pursue legal action.
4. To safeguard the resources of EdUHK, coaches who have non-EdUHK followers to assist the training of an EdUHK team must limit the number of followers to less than half of the team's members. Otherwise, such training must be declared as a friendly match.
5. Application to host friendly matches must be made by email **at least 3 working days in advance** to the coach and obtain the approval of the Head of Department / authorized representative of the Head of Department. The application should include the name of the guest team, the number of team members and the list of competing players. Any special requirements, such as the provision of bottled water, parking space (number plates must be provided) or pennants, should also be clearly stated. The guest team should complete the **Visiting Team Form** at the service counter (E-LP2-16 or Pak Shek Kok service counter) upon arrival.

6. The captain shall remind all team members to **check the quantities** of all equipment and return them to their designated location after the training session. Equipment must not be stored at the service counter (E-LP2-16 or Pak Shek Kok service counter) to prevent any loss.
7. EdUHK team that reserves a venue in the name of its team members, or intends to practise **certain sports** or carry out fitness training with team members, can only use the equipment of an EdUHK team or the gym after their **identities have been verified by staff at the venue**. If members of an EdUHK team intend to practise with **non-team members**, they can only book the venue **in their own names** and **are not eligible to use** the equipment of the EdUHK teams.
8. Volleyball team members may borrow volleyball posts and net for practice. Handball team members may reserve half of the court and handball goals for practice. Team members must move and set up the posts, net and goal on their own.
9. The Head of the Department of Health and Physical Education (29487672, ama@eduhk.hk) must be immediately informed of any harassment and discrimination, including sexual harassment, racial and disability discrimination committed by any coach / team member.

Appendix 16: Disclaimer Form

Disclaimer Form

I, _____ (English Full Name) _____ (HK ID Card number), participate in _____ (Name of competition / activity) in the name of _____ (Name of EdUHK Sports Team and role) and hereby certify and promise that I abide by the terms and rules of activity set out by The Education University of Hong Kong. I agree with the following statements:

1. I participate in this competition / activity of my own will and will bear any risk of accidents and responsibilities induced by this decision.
2. I do hereby waive and release, any and all rights, claims and cause of action I have or may have against The Education University of Hong Kong from any and all liability arising from illness, injury, death, loss and economic consequences that may be suffered from any cause whatsoever as a result of my participation in this competition / activity. I abide by the relevant provisions during the competition / activity, otherwise I will bear all the consequences.
3. The agreements and provisions set in this disclaimer are mutually agreed.

By signing below I certify that I have read carefully the disclaimer and exemption clauses stated above and I agree with the contents.

Signature: _____

Date: _____