

The Education University of Hong Kong

Non-USFHK Sports Teams Handbook

(Version: 2021.08)

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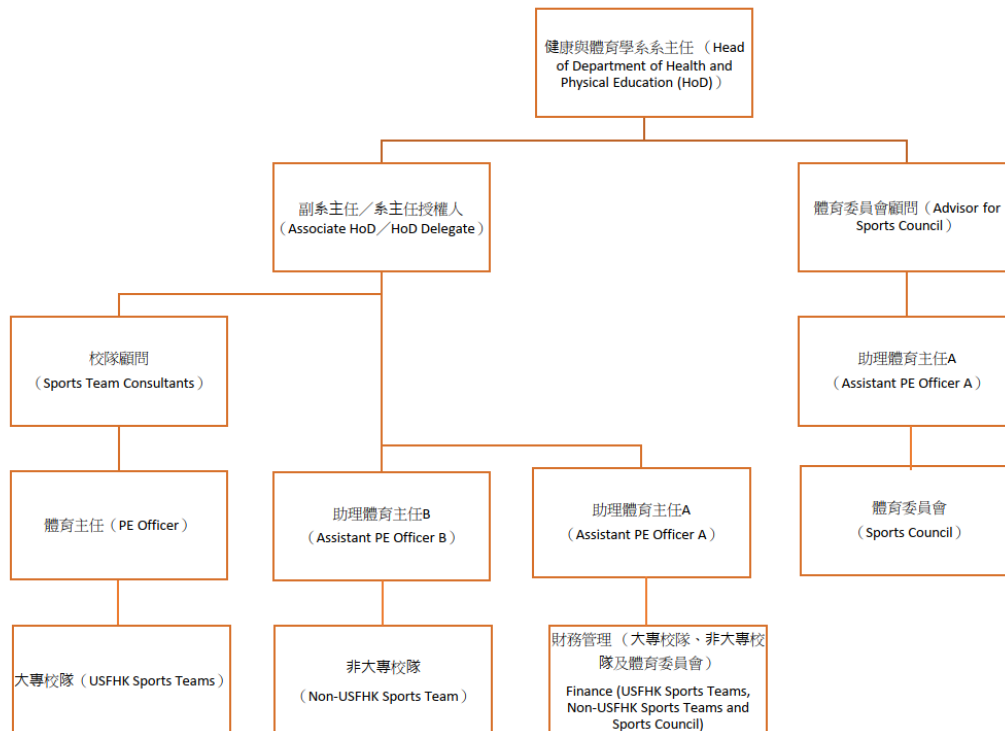
I. Objectives

The non-USFHK Sport Teams of The Education University of Hong Kong are committed to:

- uphold the core values of sportsmanship;
- broaden students' athletic experience, and improve their skills and abilities in leading extra-curricular activities;
- 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 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**.

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 (hereafter “non-USFHK teams”). Therefore, no new non-USFHK teams will be set up starting from the 2019/20 academic year.

Table 1: 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

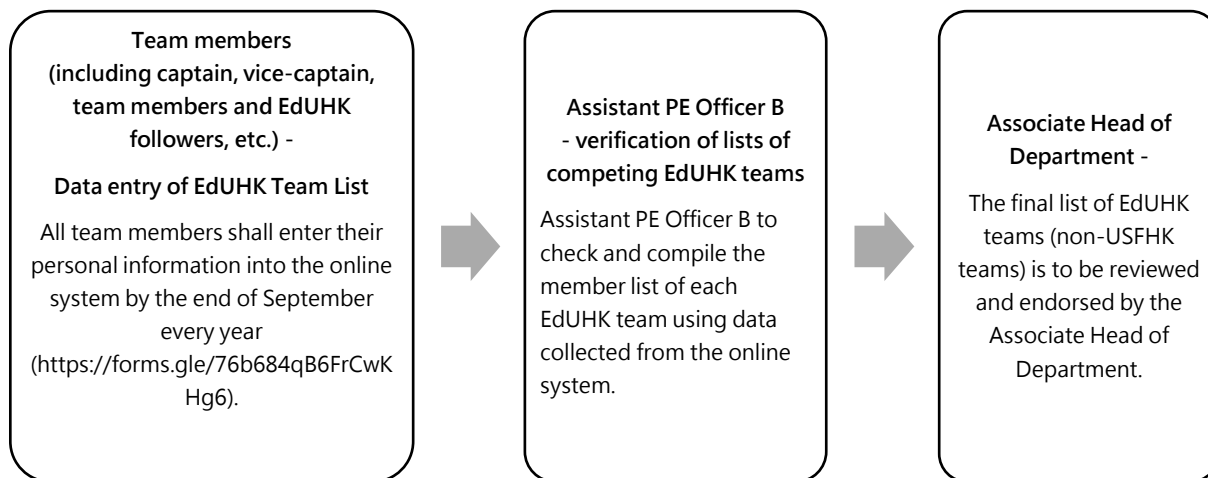
- All EdUHK sports teams' members (including captains, vice-captains, team members and EdUHK followers ¹, etc) shall fill out the online personal information form (<https://forms.gle/76b684qB6FrCwKHg6>) by the end of September every year for the Assistant PE Officer to consolidate the preliminary lists of EdUHK sports team members and their followers (**Appendix 4**).
- The final lists of EdUHK sports teams shall be reviewed and endorsed by the Associate Head of Department.
- 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 / women team is 30, including captain and vice-captain and 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.)

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.

- 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

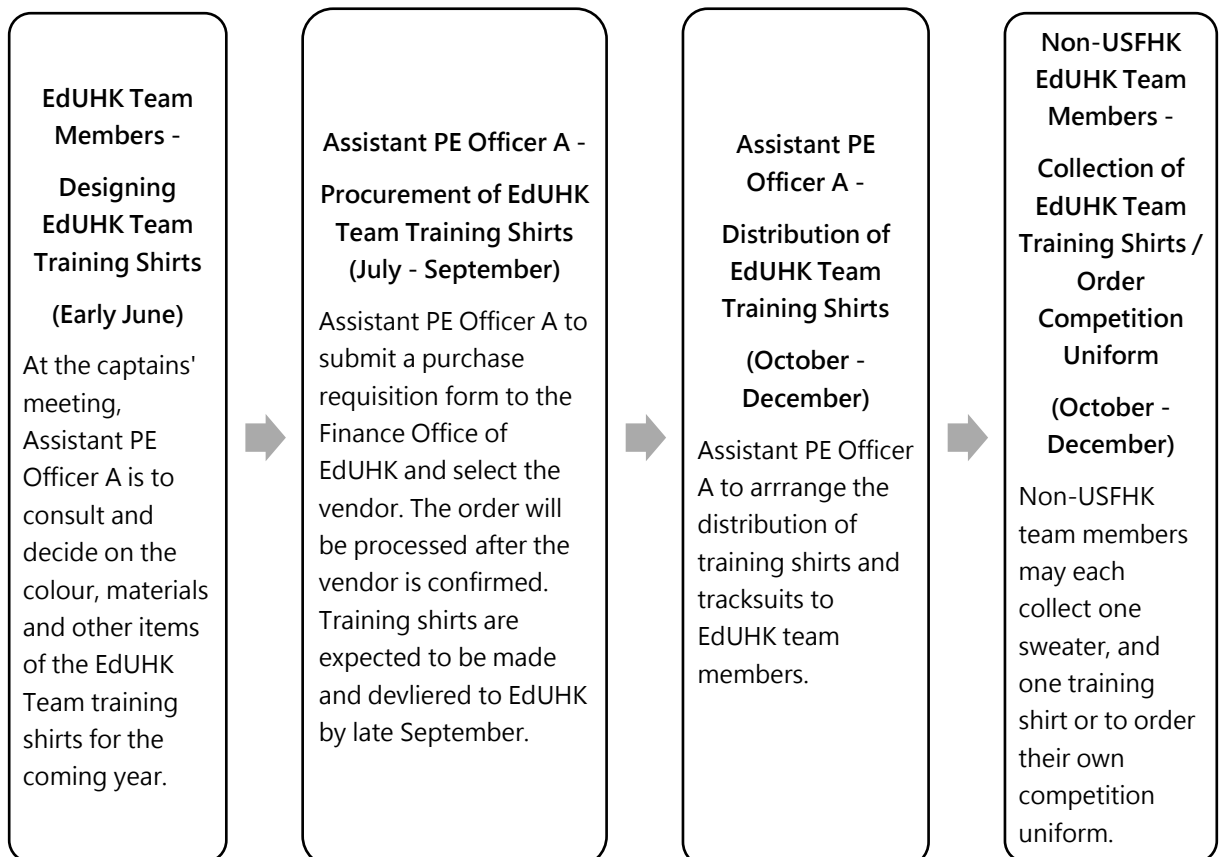
- EdUHK provides a subsidy of HKD30 to every non-USFHK team member per year for uniforms (or one training shirt), in addition to one sweater. Each new EdUHK team member will also receive a tracksuit (limited to one set per person).
- After submitting the list of team members, the captain may collect 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 member of non-USFHK Sports Team (excluding EdUHK followers) may choose to collect one training shirt or receive a sportswear allowance of HKD30 per person for the production of their competition uniforms, and one sweater. Each person is only entitled to collect the tracksuit once. In the event of loss or damage, students may apply for replacement to Assistant PE Officer A with a fee of HKD80. The damaged tracksuit must be returned for writing-off.
2. 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.
3. 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



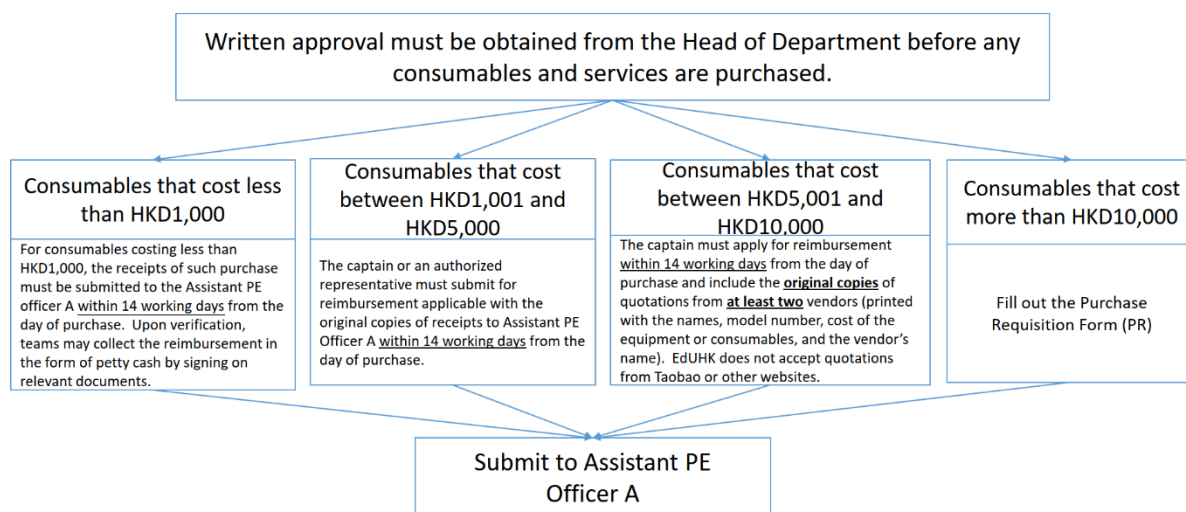
4.2.2 Procurement of equipment and consumables

- 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 5**) with clear justifications to Assistant PE Officer B by late May, in order to obtain further approval from the Associate Head of Department.
- If the quotation comes in the form of an email, 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 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 and 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 HKD10,000 (**Appendix 6**).

- 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

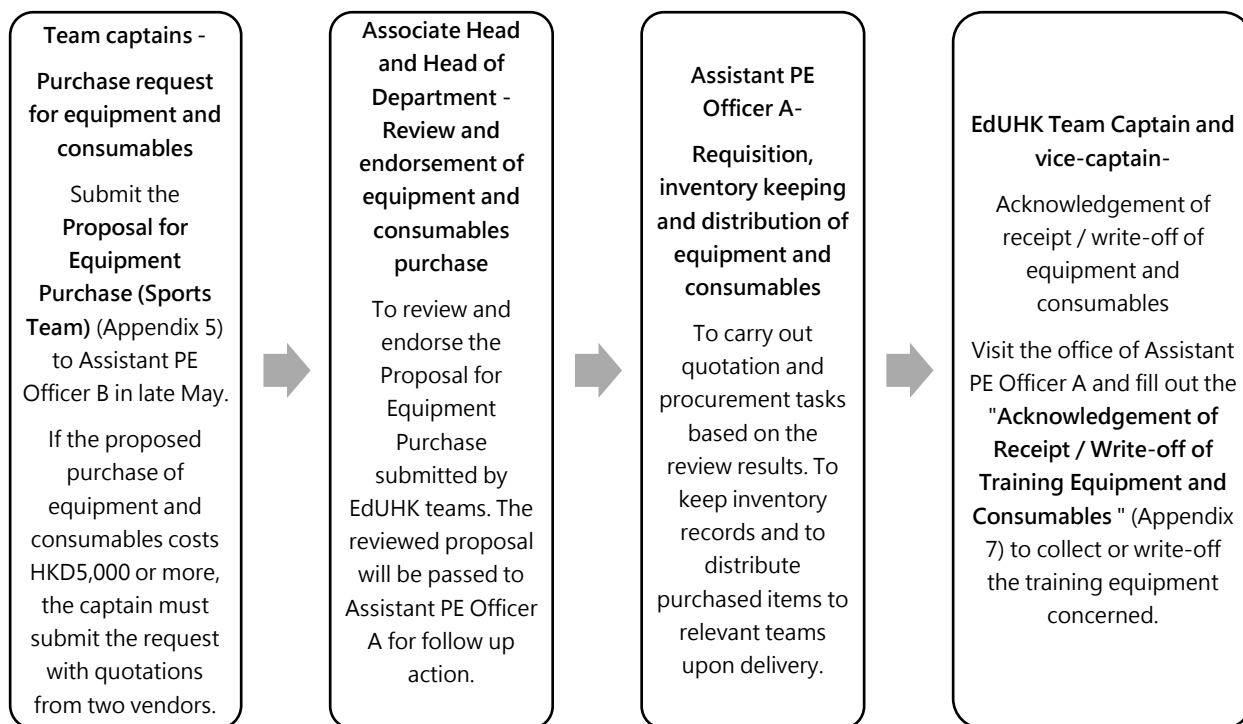


Remarks:

- 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 7**) 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 etc.;
- Good coaches help athletes to gain proper experiences in sports participation and help nurture sportsmanship. They shall aid athletes in promoting the core values of EdUHK sports teams, such as perseverance, hardworking, self-cultivation for the greater good of the community, charitable, be united and realistic, pass on traditions and be innovative, etc. (See **Appendix 8** General Code of Conduct for Coaches of EdUHK Sports Team).

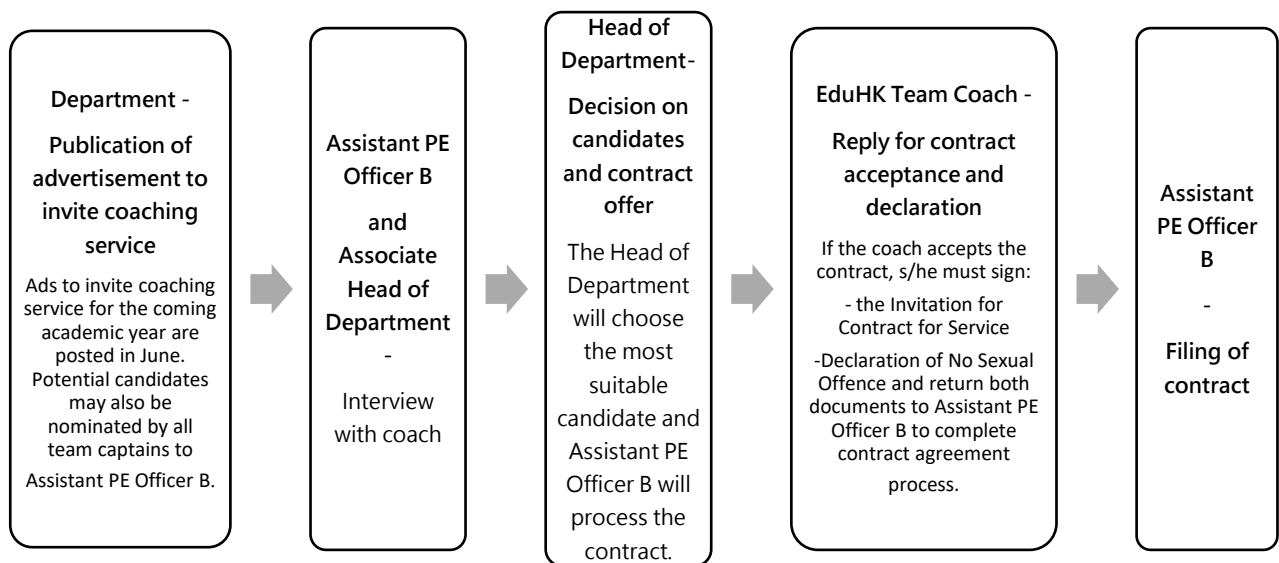
4.3.2 Contractual arrangement for the coach

- 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 Assistant PE Officer B.

- Eligible coach must submit his / her curriculum vitae and list out his / her past coaching experiences. S/he will be interviewed by the Associate Head of Department and Assistant PE Officer B. The Head of Department will then choose the most suitable candidate and offer a contract to him / her.
- If the coach accepts the contract, s/he must complete and sign relevant documents (see **Appendix 9a** Invitation for Contract for Service and **Appendix 9b** Declaration of No Sexual Offence) and return them to Assistant PE Officer B 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 Associate Head of Department.

Figure 6: Process of coach contract agreement



V. Operations and Management of EdUHK Sports Teams

5.1 Arrangements of participating in non-USFHK Competitions

5.1.1 Processes of participating in non-USFHK Competitions and relevant matters

- Non-USFHK EdUHK teams must submit their proposal for participating in competitions in the coming year by the end of September of each academic year to Assistant PE Officer B to facilitate relevant arrangements. If a non-USFHK Team wishes to take part in competitions which are not listed in the proposal, they must submit a request to Assistant PE Officer B as soon as possible. EdUHK Team that wishes to participate in any competition must obtain the recommendation from the Associate Head of Department and the approval of the Head of Department.
- Upon receiving invitation from an external organisation, teams must apply to Assistant PE Officer B and submit a proposal. They must obtain a recommendation from the Associate Head of Department and the approval of the Head of Department before they can compete.
- Athletes who need to borrow the EdUHK pennant for photo-shoots in competitions held outside the campus must submit the completed “Application Form for Borrowing EdUHK Pennant / Picking up Souvenirs for Events attended by EdUHK Teams” (**Appendix 10**) **three working days before the competition begins** to the Assistant PE Officer A.
- Coach or Team Leader who intends to join the team to participate in the competition must sign the “Disclaimer Form” (**Appendix 14**) 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.

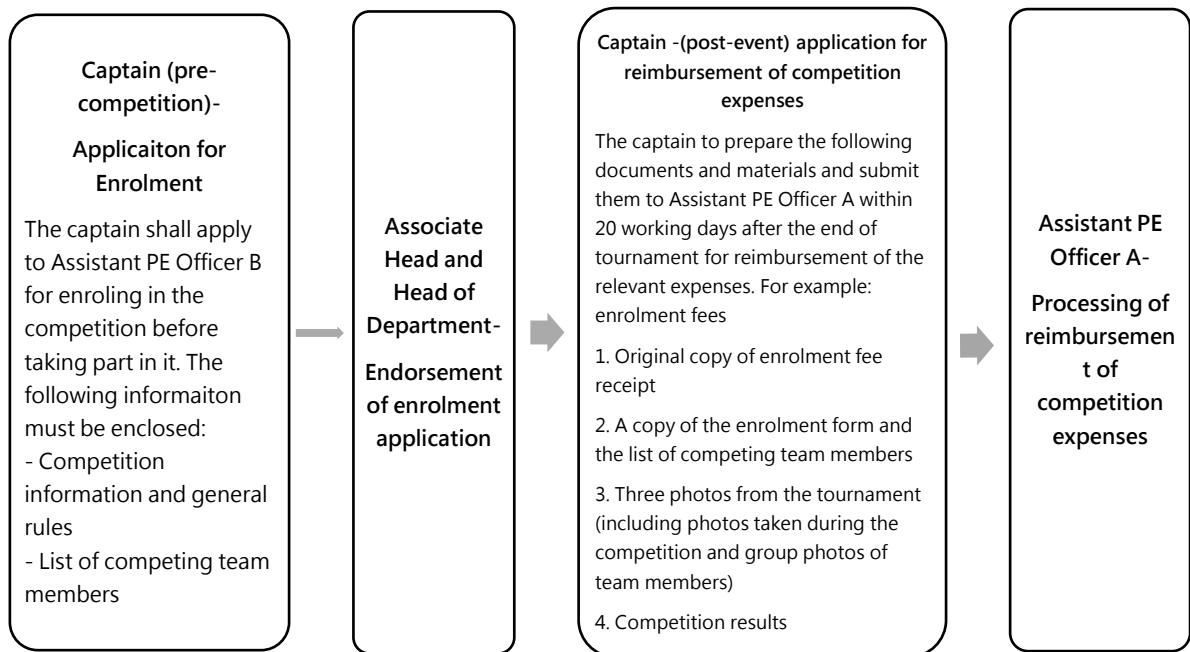
5.1.2 Application for competition expenses and other financial arrangements

- Any team participating in local competitions whose nature are similar to that of USFHK Open Competitions, may apply for EdUHK funding support for the enrolment fees if they obtained the recommendation of the Associate Head of Department and the approval of the Head of Department to compete in relevant competitions. The 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 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 Assistant PE Officer B and obtain the approval of the Associate 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, Assistant PE Officer B 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 can 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 Assistant PE Officer B and obtain the approval of the Associate 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 approval e-mail of the friendly matches shall be copied to 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

- The captain or relevant persons shall submit a proposal for overseas tournaments / group training **at least three months in advance** to Assistant PE Officer B (including the dates, location, and a list of Tour Leaders and team members, etc.) for approval (See **Appendix 11** Points to Note, Financial Arrangements and Code of Student Conduct for Overseas Tournaments or group training of EdUHK Sports Team and **Appendix 12** Proposal for Overseas Tournaments or Group Training (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 the completion of each overseas event, the team must submit their personal reflection / conclusion article and selected photo highlights to Assistant PE Officer B 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 uploaded them to the department's website for publicity purpose.
- The captain must promptly collect all the original copies of receipts from all team member to compile a financial report on event expenses. Attached with the 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.
- The process of the application for overseas tournaments is listed as follows:

Figure 8: Preparation work for overseas tournaments

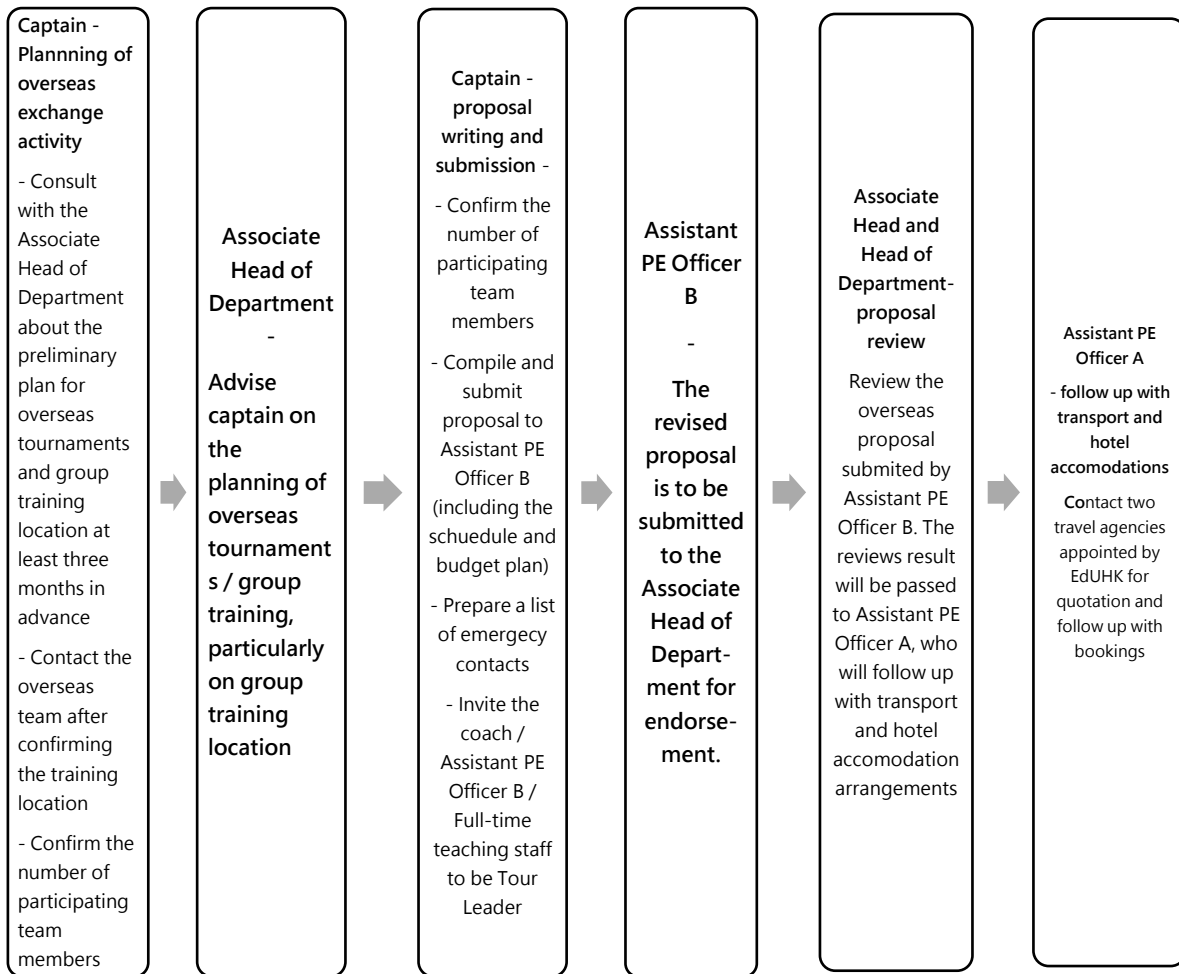
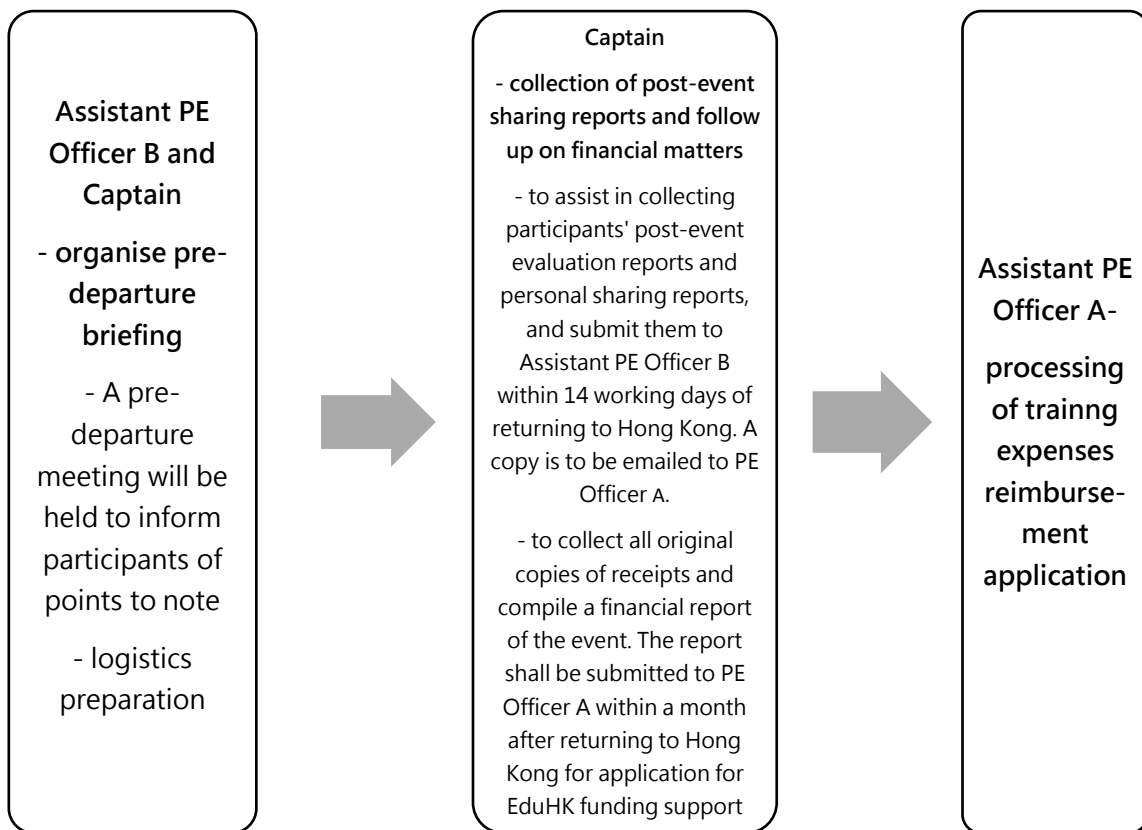


Figure 9: Pre-departure and post-event tasks of overseas tournaments / group training



- Every participating student 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 sharing with the public.

5.1.6 Funding Policy for Overseas Sports Competitions and Group Training

- All non-USFHK Sports Teams that represent EdUHK to take part in large open overseas competitions whose nature are similar to that of the USFHK Open Competitions or to join an event by invitation, and obtained the approval of the Head and Associate Head of Department, will receive a team subsidy of HKD5,000 ^{Note1} from the Department of Health and Physical Education. The amount of subsidy would increase to HKD10,000 if the team concerned wins any prize ^{Note2} in a competition ^{Note3}. (Please refer to Table 2)
- The amount of subsidy will be reviewed regularly depending on the availability of funds. Each non-USFHK team is entitled to an annual subsidy of maximum HKD10,000 for one single overseas exchange activity ^{Note4} (group training or competition). If the number of competing members of the non-USFHK Sports Team concerned is 16 or more, the funding amount will be doubled (e.g. HKD5,000 x 2 = HKD10,000).
- Before receiving any subsidy, the applicant shall provide a budget of expenses (including a financial report with expense reimbursements) and a reflection article to Assistant PE Officer B.

Note:

¹ Exclusive of daily food and beverage expenses

² First, second or third place

³ Competitions that involve no fewer than 8 teams

⁴ Each team must comprise a minimum of 6 members and a maximum of 25 members (excluding the coach and the assistant coach)

Table 2: Funding Policy for Overseas Sports Competitions and Group Training

Team (Overall achievements in previous year)	Capacity	Group Training	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 8 teams)
EdUHK Team	Representing EdUHK	HKD5,000	HKD5,000	HKD10,000

5.1.7 Arrangement for Tour Leaders in overseas competitions

- The Tour Leader of a competing team is usually assumed by the coach or Assistant PE Officer B instead of an unauthorised non-EdUHK person.
- Any full-time teaching staff interested in assuming the role of Tour Leader of a competing team may submit a “duty trip” application to the Head of the Department of Health and Physical Education. As the role of Tour Leader position 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 its 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 transport to and from the airport etc.

5.2 Arrangements on venue and training

5.2.1 Arrangements for on-campus venue

- Venues at Block E are the major training venue and the indoor main venue in Block E has been shared by the USFHK teams of handball (men / women), basketball (men / women), volleyball (men / women), and badminton (men / women). The non-USFHK teams of korfbal and dodge ball shall use the outdoor open courts at Block E while the netball team uses the rooftop court. In principle, the venues are allocated such that each team may have two training sessions per week as far as practicable. Other non-USFHK teams should apply for the use of venues to Assistant PE Officer B as soon as possible, based on their needs and the nature of relevant sports.
- Using time of Block E indoors main venue for each time (TBC).
- Any team unable to practise at the designated time must send its captain to inform the Estate Office (Ms Janet pao, telephone: 29488230) 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 record of the previous semester. For example, if a team fails to notify the Estate Office 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 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.

5.2.2 Arrangements for non-EdUHK followers

- To improve students' techniques and to facilitate knowledge exchange, EdUHK allows coaches to bring in non-EdUHK followers² 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 Department. In the event of repeated violation, the team coach's contract will be terminated.

5.2.3 Injury of team members

- Team captain must report the injury of any team member wherever it took place during a training or a competition. 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.

² 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.

- 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.

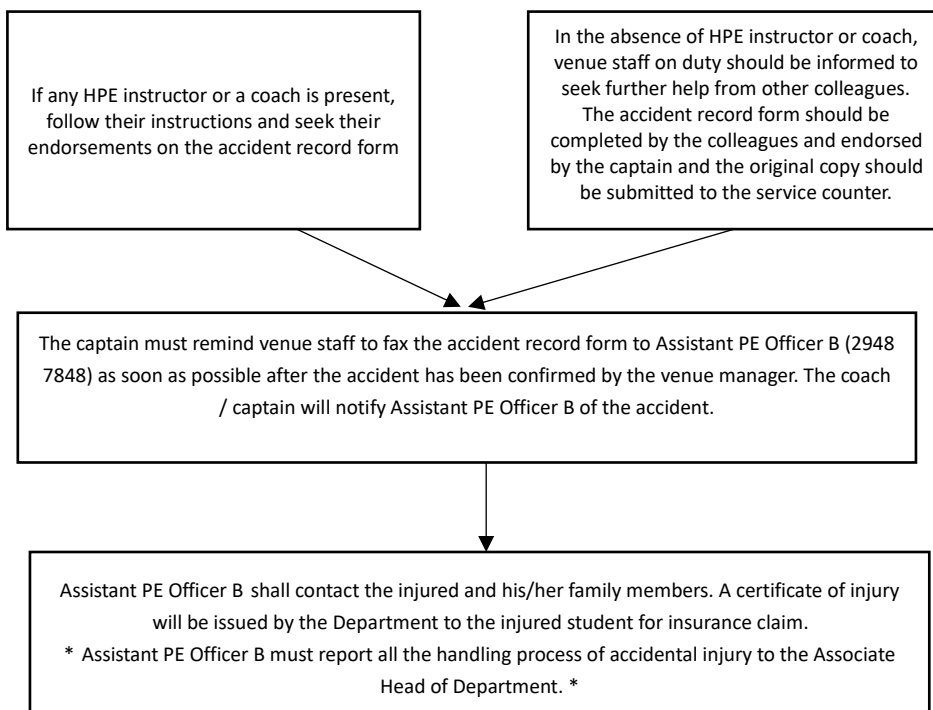
5.2.4 Procedures for handling and reporting injuries

- 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 colleagues and endorsed by the captain and the original copy should be submitted to the service counter. Call (to be updated) or e-mail (to be updated) Assistant PE Officer B in the same evening.
- The captain must remind venue staff to fax the accident record form to Assistant PE Officer B (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 the 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 witness the signing of a declaration by the injured.
 - 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 Assistant PE Officer B (to be updated) and family members of the injured.

Figure 10: Procedures for handling and reporting Injuries



5.3 Others

5.3.1 Equal Opportunities Campus

- The Head of 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.
- 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 practices 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 arrangement 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 B (sskfung@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 a 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 Department 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: Name List of EdUHK Sports Team and EdUHK Followers (Sample)

The Education University of Hong Kong

Name list of sports teams 2019-2020

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

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

**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 Tracksuit Size XXXS to XXXL	One set per stay in EdUHK
V Award	Master / PGDE / BEd-1 / BScEd-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	Tracksuit 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

Name list of sports teams 2019-2020

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

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

****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, provide the requested activities, services or facilities or maintain contact with the team members. The HPE Department will keep all the personal data provided above in confidential and only authorised 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 alimchan@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/main/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/ex-staff, students/alumni, contractors/ex-contractors) to make enquiries and request for update 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

Name list of sports teams 2019–2020

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

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

****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 5: 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 / HoD Delegate

 Name:
 Date:

 Name:
 Date:

Appendix 6: 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: _____		For Fixed Asset Only The Asset Administrator is assigned according to default asset category unless otherwise indicated below. Agreed by: _____ , Asset Administrator Name: _____ Date: _____	
		*Budget Unit should normally be responsible for the maintenance budget of asset items purchased under its own budget.		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 7: 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 8: 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 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 positive 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 9a: 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 9b: 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
-----------	--

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 10: 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 <input type="checkbox"/> 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):

<input type="checkbox"/> Overseas activity / competition	Date: _____	Name of event / competition: _____	
<input type="checkbox"/> 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 11: 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 apply for reimbursements subsequently)

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 e-mail 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 Assistant PE Officer B (TBC) through WhatsApp (TBC) or email (TBC) as soon as possible. An e-mail 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 non-USFHK Sports Teams that represent EdUHK to take part in large open competitions (whose nature are similar to that of the USFHK Open Competitions) or to join an event by invitation, and obtained the approval of the Head and Associate Head of Department, will receive a team subsidy of HKD5,000 ^{Note1} from the Department of Health and Physical Education. The amount of subsidy would increase to HKD10,000 if the team concerned wins any prize ^{Note2} in a competition ^{Note3}. (Please refer to Table 1 below)
- The amount of subsidy will be reviewed regularly depending on the availability of funds. Each non-USFHK team is entitled to an annual subsidy of maximum HKD10,000 for one single overseas exchange activity ^{Note4} (group training or competition). If the number of competing members of the non-USFHK Sports Team concerned is 16 or more, the funding amount will be doubled (e.g. HKD5,000 x 2 = HKD10,000).
- Before receiving any subsidy, the applicant shall provide a budget of expenses (including a financial report with expense reimbursements) and a reflection article to Assistant PE Officer B.

Note:

¹ Exclusive of daily food and beverage expenses

² First, second or third place

³ Competitions that involve no fewer than 8 teams

⁴ Each team must comprise a minimum of 6 members and a maximum of 25 members (excluding the coach and the assistant coach)

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 8 teams)
EdUHK Team	Representing EdUHK	HKD5,000	HKD5,000	HKD10,000

Appendix 12: Proposal for Overseas Tournaments or Exchange Activities
(Sample) (to be updated)

Appendix 13: 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 at the venues. Any identified inappropriate use of the venue will lead to a suspension of a team's right to use the venue for one month. The team concerned is required to 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 **at least 3 working days in advance** by e-mailing Assistant PE Officer B to obtain the endorsement of the Associate 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 **relevant 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 14: 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 your 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: _____