



香港學界體育聯會

THE HONG KONG SCHOOLS SPORTS FEDERATION

香港九龍何文田迎密村街七號地下及二樓 G/F & 1/F, 7 Carmel Village Street, Homantin, Kowloon, Hong Kong. Website: www.hkssf.org.hk

Head Office

Room 203
Tel: 2711 9182 Fax: 2761 9808
E-mail: hkssf@hkssf.org.hk

HK Island & Kin Office

Room 203
Tel: 2711 9182 Fax: 2761 9808
E-mail: hkssrc@hkssf.org.hk
hikps@hkssf.org.hk

External Office

Room 201
Tel: 2768 8212 Fax: 2768 4525
E-mail: external@hkssf.org.hk

N. T. Office

Room 102
Tel: 2711 2823 Fax: 2761 4821
E-mail: nts@hkssf.org.hk
ntpsac@hkssf.org.hk

Online Application for Team Manager (Non-staff member)

According to By-Laws & Rules, for all sports every team must be accompanied by a staff member or an authorized member appointed by the Principal. In order to release heavy workload of school teachers, member schools may appoint responsible adults and register with the Federation in order to serve as Team Managers.

With effect from 2019 – 2020 season, application for Team Manager (Non-Staff member) will be processed via the Student Athletes Online Registration System to facilitate member schools' use and reduce postal time. Details are as follows:

- Appointment : 1. The person must be aged 18 or over (According to the Collective Personal Accident Insurance Policy, only those aged 70 and under will be covered);
2. The person must not be a current secondary school student;
3. The person cannot serve as Team Manager of two competing teams in the same match;
4. The person must be authorized by the Principal and registered with the Federation.
- How to apply : Member schools can now log into the Online Registration System (<https://star.hkssf.org.hk/login>) using "Teacher account" to upload photo and provide basic information of the appointed person, the Principal then confirm the application using the "Principal account" for submission.
- Processing time : Application must be submitted at least **four working days before the Team Manager assumes his/her duty**. List of successful appointments will be published on the website listed below:
<https://star.hkssf.org.hk/team-manager-non-staff>
- Points to note : 1. No registration is required for schools' teachers and full time staff being the Team Manager of their own school;
2. A detailed user guide is now available at HKSSF website.
【 www.hkssf.org.hk > Student Athletes Online Registration System 】

Should you have any enquiries, please contact the Secretariat at 2711 9182 (HK Island & Kowloon) or 2711 2823 (New Territories).

Carmen Tang
Acting Secretary General

To : All Primary and Secondary Member Schools
Date: 27 August 2019