

**The Hong Kong Schools Sports Federation**  
**Hong Kong Team Officials' Guideline**

		HOD	Team Manager	Coach	Medical Officer	Team Secretary
1	Contraband and alcohol are prohibited	✓	✓	✓	✓	✓
2	No smoking in public	✓	✓	✓	✓	✓
3	Safekeeping of team equipment/property	✓	✓	✓	✓	✓
4	Supervise and monitor athletes' behavior	✓	✓	✓	✓	✓
5	Ensure athletes dress decently and appropriate	✓	✓	✓	✓	✓
6	Be aware of athletes' whereabouts	✓	✓	✓	✓	✓
7	Provide mental guidance to athletes if needed	✓	✓	✓	✓	✓
8	Avoid staying alone with underage athletes	✓	✓	✓	✓	✓
9	If there is a need for physical contact with an athlete, the procedure should first be explained and consent from the other party's should be sought	✓	✓	✓	✓	✓
10	If there is a need for physical contact with an athlete of the opposite sex or with an underage athlete, a third person should be present	✓	✓	✓	✓	✓
11	Avoid using sex-related language and wordings	✓	✓	✓	✓	✓
12	Inappropriate contact or interaction with athletes and volunteers are prohibited	✓	✓	✓	✓	✓
13	Instruct athletes to show positive attitude, best performance and demonstrate sportsmanship	✓	✓	✓	✓	✓
14	Please contact team secretary if there is the need to purchase related equipment. All receipts should be submitted to team secretary	✓	✓	✓	✓	
15	Please inform HOD/Team Manager if team member has been invited to interview. All interviews can only be conducted under HOD/TM company.			✓		✓
16	Safekeeping athletes' (primary students) travel documents and medications			✓		✓
17	Be aware of athletes' condition and needs of medication			✓	✓	To assist
18	Possess professional knowledge for specific sports to better prepare our athletes			✓		
19	Ensure team members take care of their belongings during transport			✓		✓
20	Ensure all boarding passes and baggage claim tags are reserved in case of lost/insurance claim before boarding			✓		✓
21	Ensure athletes wake up and sleep on time			✓		✓
22	Ensure athletes eat on time and properly			✓		✓
23	Ensure athletes bring along respective credentials before leaving accommodation			✓		✓