# The Schools Sports Federation of Hong Kong, China
# Hong Kong, China Schools 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 | | | ✓ | | ✓ |

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