



HKU SPORTS TEAM CAPTAIN HANDBOOK



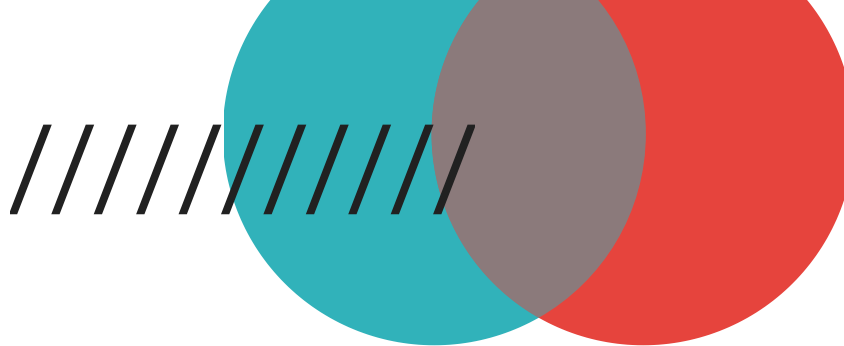


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MESSAGE TO TEAM CAPTAIN

INTRODUCTION

Being selected as HKU Sports Team Captains is a great honour that you should be very proud of. You have been selected by your peers to represent your team as a leader, taking on additional responsibility to drive your team forward. You will serve as the link between Centre for Sports and Exercise (CSE) staff and your team as well as interact with the coaches and the competition officials.

Leadership is not easy and sometimes in order to be successful, you may have to make difficult decisions to improve your team. In the course of time, you will learn the roles and responsibilities of being a captain and how to effectively improve your team performance.

WELCOMING FROM DIRECTOR OF THE CENTRE FOR SPORTS AND EXERCISE (CSE)

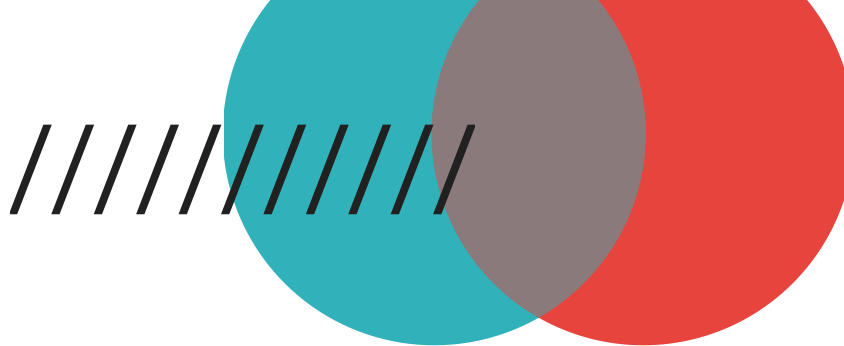


Dr. Michael Tse, JP
Director of the Centre for Sports and Exercise (CSE)

You have been selected or nominated by your fellow teammates and/or your coach to be your team's captain, because you possess certain attributes that make you worthy of being a leader of your team. As a team captain you know the value of working hard but also maintaining fair play. You are a role model for others on the team because you show up for training on time, have a positive attitude, support the needs of the coach, listen to the needs of your fellow players and also motivate and inspire others on the team to do better and to reach their potential. You instill in others the need to all work together to strive for your best performances, win or lose. You are a point person not only for the team coach, but also for your sports team advisor from CSE. You recognise when and how to settle conflicts when that arise from time to time, but you also recognise and you are also willing to let other teammates know when they are not giving enough effort, whether it be during play, training, showing up on time for practice, or demonstrating good attitude.

In other words, as a captain you know the importance of keeping teammates accountable for their actions as a member of the team. You expect your teammates to present themselves in a professional manner whether they are on the playing field or not. Your own hard work, passion, enthusiasm and sports etiquette will positively influence your teammates, especially when you demonstrate these important characteristics with confidence, compassion and true grit.

Being the team captain is a position of honour that you have obviously deserved being nominated for this special role, but it shouldn't be taken lightly. Being a team captain comes the responsibility that you yourself need to strive everyday towards being your better self. If you are strong and have positive spirit, so will your team.



4 CORE VALUES

EXCELLENCE • PASSION • COURAGE • RESPECT •

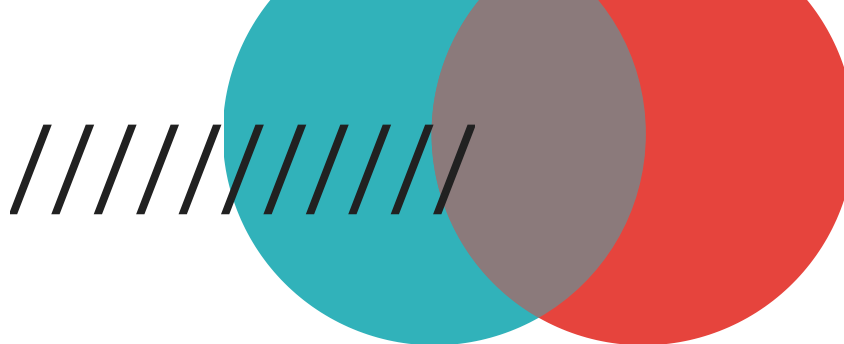
Across TeamHKU, there are four core values that define everything we do: excellence, passion, courage and respect.

These core values have been developed by staff and students to develop a unique TeamHKU identity. They align athletes, coaches and staff to the same behaviours and expectations. They help us develop a positive environment that allows everyone to thrive. They define how decisions are made, and drive performance towards our long-term sporting goals.

As a Team Captain, you are expected to display these values through everything you do and encourage your teammates to do the same. You are well placed to embed these values within your team and develop a positive culture within your club.

To help you think about what these core values mean, we have defined them and provided some examples of behaviours you may expect from yourself and your teammates to help you uphold high standards within the team.





Excellence	Passion	Courage	Respect
Having an attitude to continually try to be the best and consistently search for improvement	Having a strong sense of enthusiasm or excitement in what you do	Having the strength of mind to continue despite challenges or obstacles	Having due regard for the feelings, wishes, and rights of others. Valuing everyone equally.
Aiming for the highest standards in everything you do, on and off the pitch	Asking your coach for help on how you can improve outside of team training sessions	Being prepared to offer your opinion, even if you know others may not agree	Listening to views and opinions from everyone equally
Prioritising healthy behaviours such as eating a balanced diet, and getting 8+hrs of good quality sleep each night	Bringing a positive and enthusiastic approach to everything you do	Speaking out against behaviour from your friends and teammates that you know is not positive	Leaving all facilities you use in a condition that you would expect to find them
Preparing mentally and physically for every training session and competition	Working with teammates and coaches to set goals for the team	Inspiring others to keep going and be positive, even when things are getting tough	Congratulating your teammates and opponents on their efforts, no matter the result
Seek guidance and advice from performance specialists (eg. S&C coaches, nutritionists, psychologists etc)	Working with teammates to teach them and show them new things	Takes responsibility for mistakes and strives to learn from them	Treat those in your team as people, not just a coach/teammate etc.
Realise that talent and ability alone will not get you results without hard work, dedication and discipline	Managing time effectively to allow you to commit to every training session and competition	Taking the initiative in competitions to play for the win, rather than settling for a draw	Arriving early to every team meeting, training session and competition

We encourage you to work with your team advisor and coach to create a plan of how you can embed these values within your teams, both on and off the pitch.



AREAS OF SUPPORT FROM CSE

1. TRAINING FACILITIES SUPPORT

The venue has been reserved by the Team Advisor before the start of the academic year. The U-Team's regular training sessions are limited to a maximum of 6 hours per week, including public holidays and university holidays.

Besides, our passionate HP Team is responsible for building a high-performance culture within the Team HKU family and growing strength and conditioning support to U-Team athletes and Sports Scholars.

Armed with the most up-to-date science on coaching and athletic development, our exercise physiologists and strength and conditioning coaches can help integrate a student-athlete development programme tailored to help you peak at the most important time and achieve success in local and international competitions.

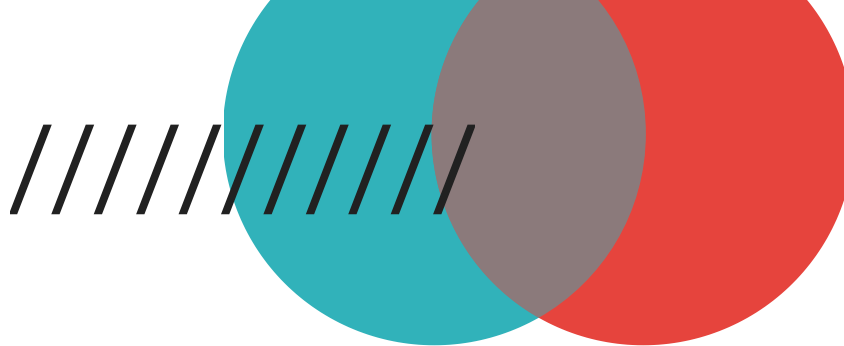
2. COACHING SUPPORT

Good-quality coaching is the foundation of effective performance, and the CSE hires club coaches for each U-Team to support its competition goals and drive the development of the club.

Team advisors work closely with team captains to ensure that each coach is supported in their development and ensure they are delivering the highest quality support for our students.

The agreement in place with each coach does vary between teams, so please reach out to your TA if you have any questions regarding coaching provision.





3. HIGH PERFORMANCE SUPPORT

Our passionate HP Team is responsible for building a high-performance culture within the Team HKU family and growing strength and conditioning support to U-Team athletes and Sports Scholars.

Armed with the most up-to-date science on coaching and athletic development, our exercise physiologists and strength and conditioning coaches can help integrate a student-athlete development programme tailored to help you peak at the most important time and achieve success in local and international competitions.

For more detailed information, please visit the following webpage.

<https://www.ahc.hku.hk/highperformance-for-u-team>



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HKU Home | CSE Home | Exercise is Medicine at HKU



CENTRE FOR
SPORTS AND EXERCISE
THE UNIVERSITY OF HONG KONG
香港大學運動中心



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High Performance For University Teams

Our passionate HP Team is responsible for building a high-performance culture within the Team HKU family and growing strength and conditioning support to U-Team athletes and Sports Scholars.

Armed with the most up-to-date science on coaching and athletic development, our exercise physiologists and strength and conditioning coaches can help integrate a student-athlete development programme tailored to help you peak at the most important time and achieve success in local and international competitions.

Strength and Conditioning Support

The HP Team works together with you to ensure that you are physically fit and strong enough to cope with the demands of your sports.

The HP Team also assists with physical wellness, by improving your body composition with measurement with DEXA scan, and your lung functional capacity.

Training your general strength, power, speed and muscle endurance, and aerobic endurance, as well as helping you understand more on how to train smart to reduce injury risk.



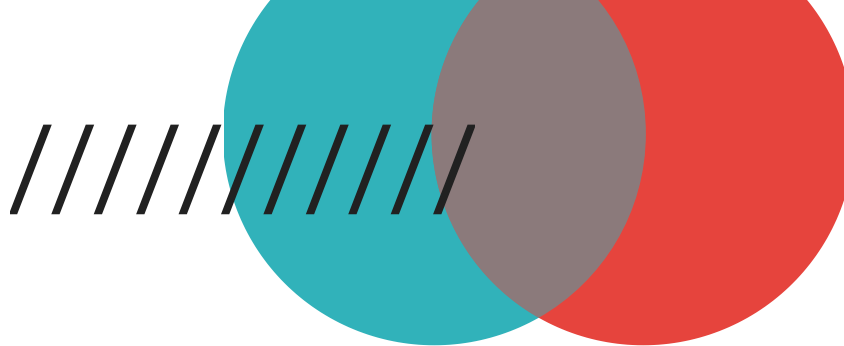
B-active U-Team Attribute Training

The HP Team works together with you to ensure that you are physically fit and strong enough to cope with

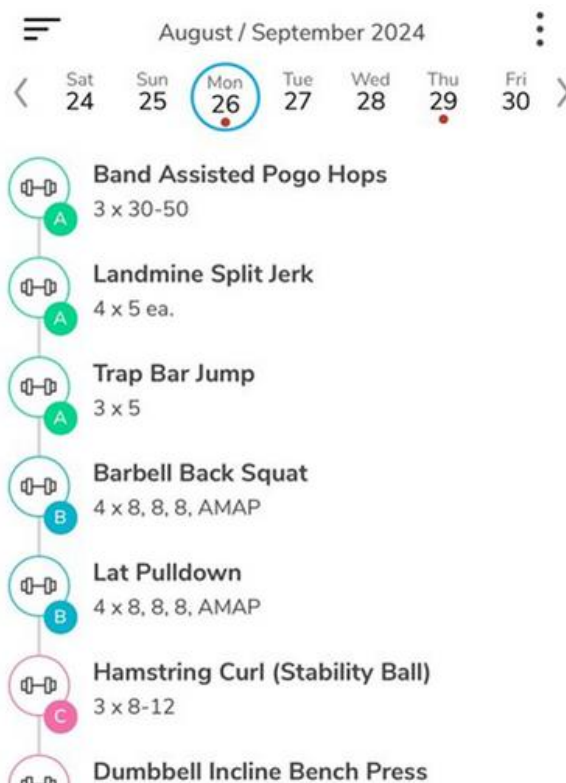
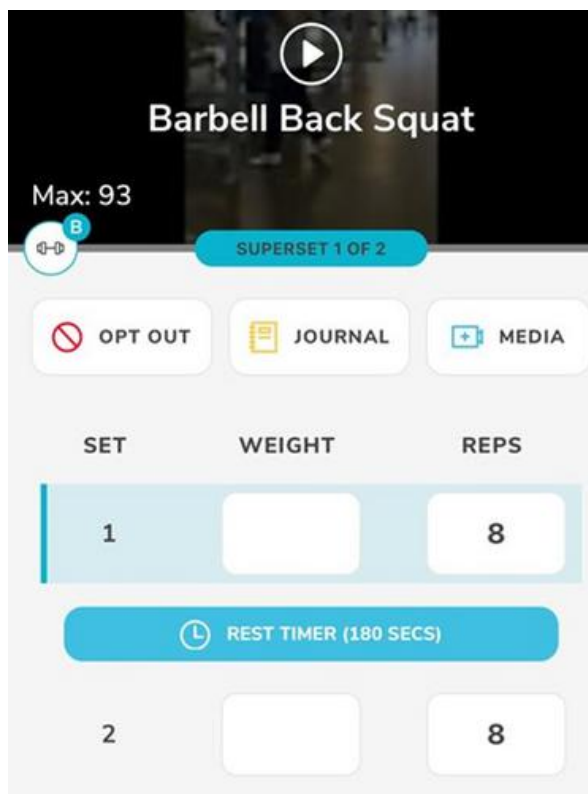




	Champion Teams	Elite Teams	Sports Teams
Team S&C Training	Yes, if the team gets 8+ athletes, <u>lead</u> by S&C coach	Yes, if the team gets 8+ athletes, <u>lead</u> by captain	No
Strength & Conditioning Programmes	Yes, through the <u>Teambuildr</u> app	Yes, through the <u>Teambuildr</u> app	No
High Performance Area Access	Yes, after attending Team S&C or Intro to S&C	Yes, after attending Team S&C or Intro to S&C	Yes, after attending one of the Intro to S&C sessions
Athlete Testing	Field testing, more sport specific	Gym based strength and power testing	No



Teambuildr App





4. TRAINING CAMP SUPPORT

CSE is offering funding for Overseas/Local Training Camps to enhance the abilities, knowledge, and competitiveness of HKU sports teams. Team Captain should submit Interested teams should submit an online application on or before the cut-off date.

1st Cut-off	30th April	Training camps held between May and August
2nd Cut-off	31st October	Training camps held between December and January

The exact funding amount will be determined based on the evaluation of application, proposed budget plan, number of participants, and availability of funding. The maximum funding amount for each successful application will not exceed HKD 40,000.

5. SPORTS COACHING BURSARY

Starting in 2024/25, the CSE is delighted to launch a sports coaching bursary scheme that provides successful applicants with funding towards a coaching qualification and deployment in a HKU programme.

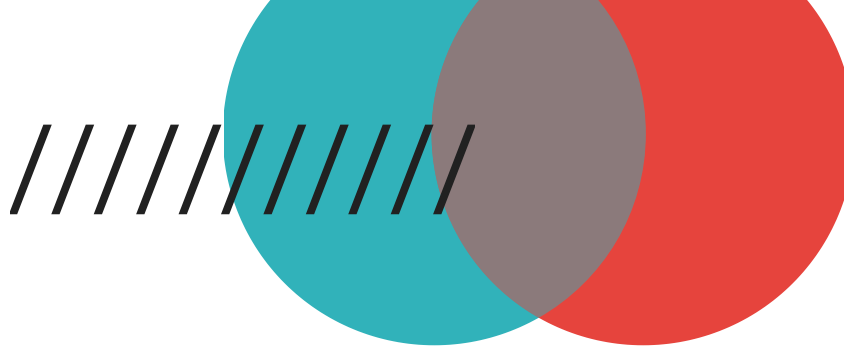
HKU Students can apply for up to \$5,000 of funding through the scheme, and students who are successful in their applications will be expected to complete a number of voluntary hours within a relevant HKU programme to allow them to apply their learning in a real-world context.

There are many benefits to applying through the scheme, including:

- Enhancing your CV - employers value students who can evidence extracurricular activities and qualifications
- Personal development - there is a clear link between sports coaching and developing your organisational, leadership, and communication skills - key skills which you need for any career you may go into
- Develop your sport - help support the development of your sport at HKU by increasing the quality of coaching for HKU students.

For further information about how to apply, key dates, and what support is available, please view our website <https://www.cse.hku.hk/teamhku.asp?pageid=192>. For more information about the bursary please contact uniteam@hku.hk





6. SPORTS VOLUNTEERING PLACEMENTS

Also starting in 2024/25, the CSE is delighted to launch a new sports volunteering scheme that provides opportunities for students to gain real-world work experience within a university sports environment.

Opportunities are open to all students currently studying at HKU, and can be flexible around students' interests. Our team will work with all interested students to try to create a placement that matches the areas that students would like to work in. The areas we can offer to provide student placements in includes:

- Team management
- Social media/marketing
- Event management
- Facility management/operations
- Health & fitness

For further information about how to apply, key dates, and what support is available, please view our website <https://www.cse.hku.hk/teamhku.asp?pageid=192>. For more information about the bursary please contact uniteam@hku.hk.





7. COMPETITION OPPORTUNITIES

LOCAL COMPETITIONS

~ TRANSPORTATION FOR USFHK COMPETITION IN REMOTE AREAS

Fill the form [here](#) 7 working days before the day of the competition. Late application will be denied.

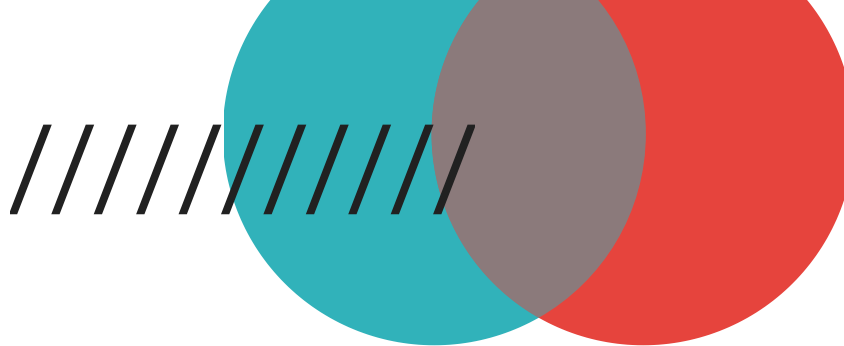
~ HKU TEAM UNIFORM

Online application Form [here](#)

Remarks:

- A set of tracksuit would last for 4 years. If a member is representing the HKU sports team for the fifth year, he/she will be eligible to get a second set of uniform.
- A set of tracksuit will only be distributed to core members who are participating in USFHK 2024/25, AIG 2024/25 or other competitions which approved by CSE.





OVERSEAS COMPETITIONS

Fill the form [here](#) 3 working days before the intended overseas competition date

~ FINANCIAL SUPPORT

To assist with the costs associated with attending international competitions, we will assess the nature of the events and jointly support the athletes with the universities.

~ PRE-DEPARTURE PREPARATIONS

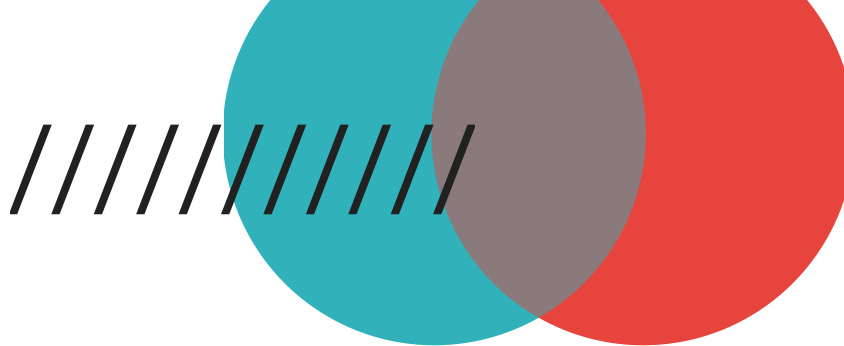
Before departing for the competition, team captains are required to complete several important preparations. This includes obtaining necessary first aid supplies, securing travel insurance, and providing emergency contact information. The team will receive detailed instructions on how to prepare effectively for their trip.

~ POST-EVENT REPORTING

After the competition, team captains are expected to submit a post-event report. This report should include a financial breakdown of expenses incurred, an overview of the event outcomes, and the official results achieved. This process will help us assess the impact of the competition and improve future participation.



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CARDIAC SCREENING (IF NEEDED)

Following the success of our pilot project in 2023/24, we will be continuing to offer free cardiac screening tests (ECG, ECHO, blood test) to all TeamHKU members (typical cost over \$5,000).

As you will know, having an active lifestyle is an important factor in maintaining good health, however you may not be aware that Sudden Cardiac Death is the most common form of death in athletes, occurring in 1 in up to every 40,000, even in individuals with high levels of activity and fitness. Those with cardiac abnormalities often have no symptoms, highlighting the importance of this screening process in those who feel fit and healthy.

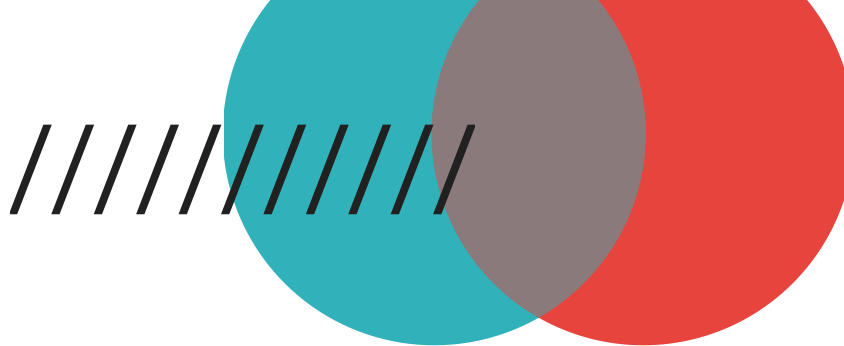
For comparison, nearly 10% of students who completed the testing in 2023/24 had some form of underlying abnormality which required further assessment, none of whom were previously aware of any issues.

Testing will take place throughout September and October, and your TAs will confirm specific details with you. We strongly recommend that all TeamHKU athletes who have not had this testing completed within the last 6 months book in for a screening appointment.

For teams that qualify for competitions where evidence of specific testing is required, please contact your TA for further information as it may be possible for the CSE to arrange this for the teams this impacts.

All bookings can be completed [via this link](#).





TRAINING SESSIONS

PRIORITY FACILITY BOOKING AND SERVICES



Venue Booking & Cancellation

a) Venue Booking

i. **Regular** Training Session

Venue has been reserved via Team Advisor before the academic year starts (Max. 6 hours per week and **including public holidays & university holidays**).

Venue will not be reserved on **Sports Facilities Early Closure Dates. Click [HERE](#) to know more.

ii. **Additional/Special** Training Session

1. **Raise your request to Team Advisor for approval** 1 month in advance.

b) Booking Cancellation

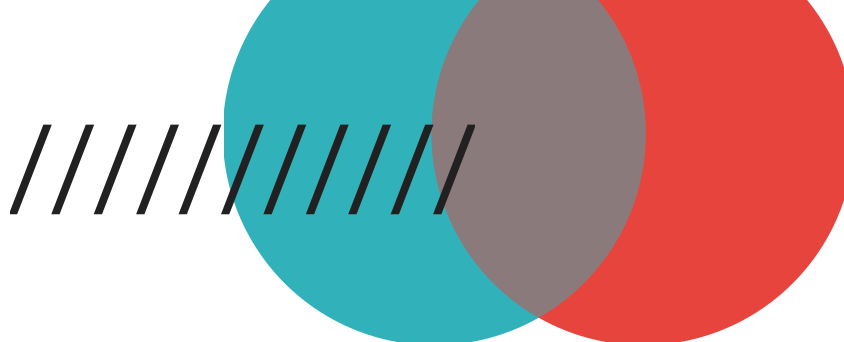
i. Submit **FM Online Request Form** <https://fm.cse.hku.hk>

3 hours in advance. Please refer to the below policy.

-> **MUST** fill in your HKU email.

-> **MUST** copy Team Advisor with a reason.

The screenshot shows the 'Facility Management - Request Form' with the instruction 'Please fill out the below form.' The form fields are: Name (*), Telephone (*), Email (*), Email 2: (Optional), Sports Centre (*), Facility, Work Nature (*), and Work Detail (*). Annotations with yellow arrows point to the Email field with the text 'MUST FILL IN YOUR HKU EMAIL IN HERE!' and to the Email 2 field with the text 'MUST COPY YOUR TEAM ADVISOR IN HERE!'.



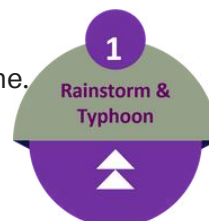
Cancellation and No-show Policy

	Guideline for Cancellation	Procedures	Repetitive No Show # <small># The number of "Late Cancellations"/"No Show" will be counted on an annual basis (from 1 July to 30 June) and will be reset on 1 July each year. Men & Women team will be counted separately if the dates of training are different.</small>
Normal Circumstance	Cancellation is made 3 Hours In Advance prior to the booking time	<ol style="list-style-type: none"> 1. Team members with HKU portal account can submit FM Online Request Form (fm.cse.hku.hk) 2. Copy Team Advisor with a reason 3. If cancellation made out of office hour (Mon-Fri 0900-1700), call our reception counter for booking cancellation at <ul style="list-style-type: none"> - 3910 3244 (SHSC), - 3910 3568 (Suen Chi Sun Hall), - 3910 3569 (Ho Tim Hall), - 9639 2751 (West Island School) 	/
Late Cancellation* <small>*Exceptional Case Training cancellation due to adverse weather will not be counted as a late cancellation.</small>	Cancellation is made Less Than 3 Hours prior to the booking time	<ol style="list-style-type: none"> 1. Team members with HKU portal account can submit FM Online Request Form (fm.cse.hku.hk) 2. Copy Team Advisor with a reason 3. Call our reception counter for urgent booking cancellation at <ul style="list-style-type: none"> - 3910 3244 (SHSC), - 3910 3568 (Suen Chi Sun Hall), - 3910 3569 (Ho Tim Hall), - 9639 2751 (West Island School) 	Team Advisor follows up with Team Captain
No Show	Cancellation is NOT made / procedures are not completed prior to the booking time	/	<p>1st - 3rd times</p> <ul style="list-style-type: none"> - Will count as a no-show case - Team Advisor follows up with Team Captain <p>3rd times</p> <ul style="list-style-type: none"> - Respective team will receive a Warning (email) before suspension <p>4th times</p> <ul style="list-style-type: none"> - The team will receive Email Notification about booking suspension for 2 weeks

c) Adverse Weather

Training cancellation due to adverse weather will not be counted as a late cancellation.
But please follow the process to cancel booking.

1. Call reception counter 1 hour prior to your booking time to confirm the venue condition.
 - 3910 3244 (SHSC)
 - 3910 3568 (Suen Chi Sun Hall)
 - 3910 3569 (Ho Tim Hall)
 - 9639 2751 (West Island School)
2. Submit **FM Online Request Form** <https://fm.cse.hku.hk> to cancel your training time.
3. Stay tuned by visiting <https://cse.hku.hk> for the latest special announcement.





CHECK IN THE FACILITY BOOKING

Team Captain or any registered teammates from HKU & HKUSPACE on the U-Team Attendance Record System (UARS) must check in the facility booking. Check-in can be done not earlier than 120 minutes prior to the booking time and no later than 15 minutes after the session commenced.

U-TEAM ATTENDANCE RECORD SYSTEM (UARS)



Home Login

U-Team



UARS can be accessed at <https://uteam.cse.hku.hk/>.

View this [video tutorial](#) to know more about UARS.

- Please update all assistant coaches, trainers, team members' information in UARS as appropriate. Otherwise they may not be able to enter CSE sports facilities.
- Each team will have a maximum quota of 3 accounts to take attendance.
- Take accurate attendance of every training session.





FRIENDLY MATCHES / GUEST TEAM

All requests for admission of guests/guest teams for friendly matches/trainings must be submitted to Team Advisor **at least 7 working days** in advance. On making such request, the following information must be submitted:

- a) Proposed date, time and venue
- b) Number of guests, including name/s of guest or guest teams
- c) Car plate number/s (if any)
- d) Name and contact telephone number of person-in-charge of guest team

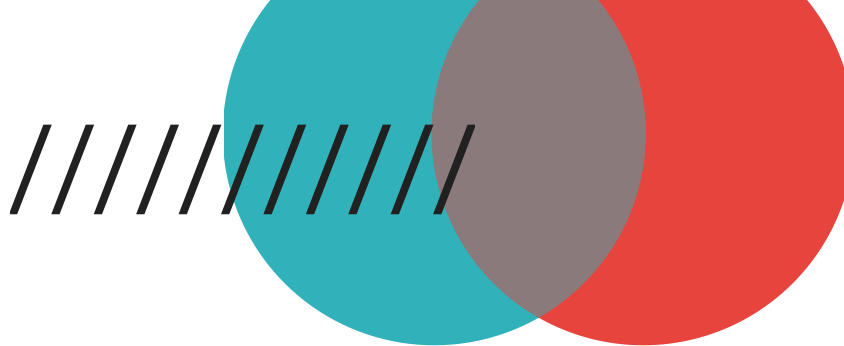
VENUE SETUP & ON-SITE SUPPORT

- a) Special Setup
 - i. Please submit your request at least 3 days in advance on **FM Online Request Form** <https://fm.cse.hku.hk>
- b) On-site Support
 - i. Talk to our facility staff for assistance
 - ii. Call our reception counter on 3910 3244 (SHSC)

STORAGE AT THE CENTRES

Team equipment ONLY (no personal belongings). We will maintain existing storage capacity. However, if any team requires more space, they need to seek advice and approval from CSE.





INSURANCE (GROUP PERSONAL ACCIDENT INSURANCE) APPLICABLE TO BOTH HKU & HKUSPACE STUDENTS

Accidental Medical Expenses

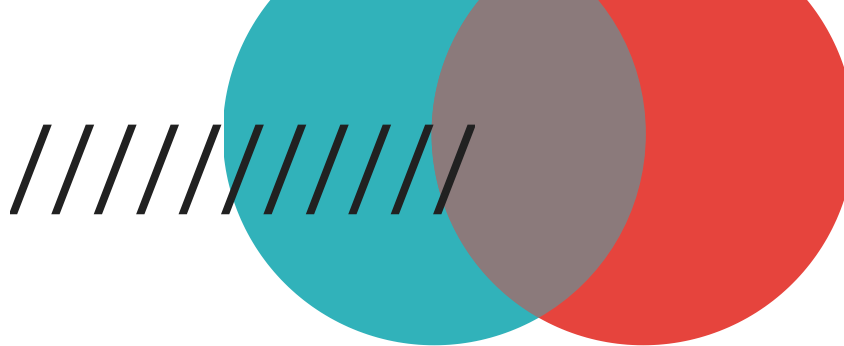
The University has arranged a general insurance coverage for medical expenses incurred by students up to the limit of HKD 5,000 per accident within or outside Hong Kong.

- HKD 5,000 any one accident within or outside Hong Kong
- Accidental Medical Expense including [Chinese Bonesetter and Acupuncturists](#) subject to a limit of HKD 2,000 per person any one accident / occurrence and HKD 2,000 per policy year subject to HKD 300 per visit.

Claiming Insurance 2024/25 Procedure

Injury	<p>Injury during training or competition</p> <ul style="list-style-type: none">• Medical consultation at UHS or private clinic• Fill out the Insurance Claim Form (Certificate of Medical), Students Personal Information Claim Form, Receipts and Referral Letter
Inform	<p>Inform team advisor immediately</p> <ul style="list-style-type: none">• By Email• Provide the above document and soft copy receipts within 2 weeks• Send the receipts directly to Team Advisors (Team Advisors submit application to Insurance Team)
Follow up	<p>Team Advisor will follow up your case</p> <ul style="list-style-type: none">• FEO will directly contact Team Advisors if there are any questions• Student can send the rest of physiotherapy receipts to Team Advisors by email





Useful Forms :

- [GPA Claims Summary Form](#)
- [Insurance_Student Personal Information Claim Form](#)

Remarks:

(1) For emergency cases: if occurring within the vicinity of Queen Mary Hospital, it is highly recommended to go there for treatment.

(2) Students are strongly advised to purchase personal accident and medical insurance on their own to safeguard themselves in any circumstance, if additional or special insurance coverage is required.

RISK ASSESSMENTS

As part of our ongoing support for student health and safety, a student sport club risk assessment has been developed to identify and control risks associated with U-Team activity. Captains and Coaches are expected to familiarise themselves with this document, and contribute to the promotion of safe activity by following all guidance outlined.

All U-Teams are recommended to identify further risks specific to their sports, as well as measures to control these risks. Captains should contact Team Advisors if they require further support and guidance.

Please view the risk assessment using [this link](#).



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TEAMHKU PROMOTION

Follow @Team_HKU social media



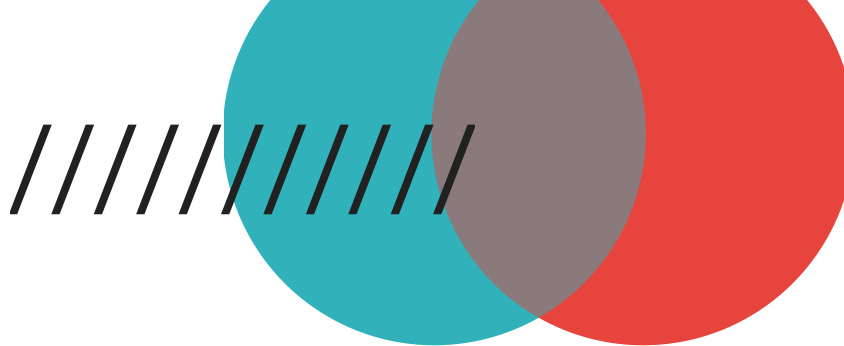
COMPETITION JERSEY AND UNIFORM

- a. Must show HKU Logo
- b. Commercial logo: dimensions 2 X 2.5 inches with maximum of 2 logos
- c. To promote our team spirit and ensure consistency, CSE would like to standardize the TeamHKU Pantone from the academic year 2025/26. Please design your team jersey according to the TeamHKU pantone.

Major Tone: Green

Minor Tone: White / Black / Grey / Gold





DISCOUNTS

If a potential donor or sponsor approaches you, please inform Team Advisor. As CSE will assist you in getting the best arrangements for your team and minimizing any extra work.

- a. Joma (50% discount when purchase Joma Team Uniforms)

Contact Person: Mr. Tommy To

Email: tommy@jomasports-hk.com

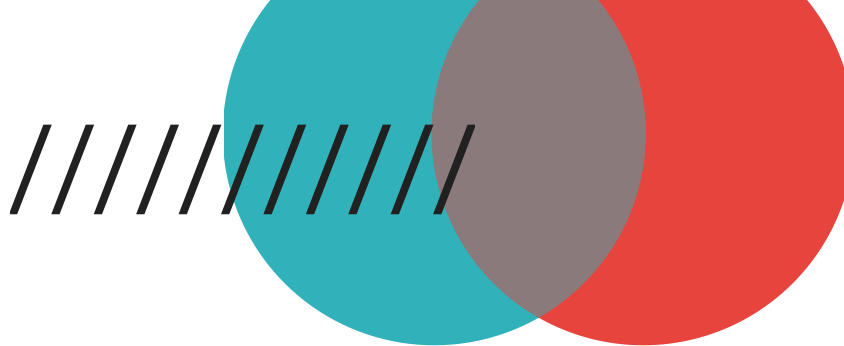


- b. Kelme (Package discount will be offered)

Contact Person: Mr. Ian Lee

Email: ian@kelmehk.com





TEAM ADVISORS CONTACT INFORMATION

CSE staff has been assigned as Team Advisor of the teams to facilitate the team training and development.



Dr. Michael Tse, JP
Director
Email: matse@hku.hk
Phone: 3910 3550



Mr. Raymond Lui
Team: Badminton, Fencing, Tennis
Email: raylsf@hku.hk
Phone: 3910 3560



Ms. Chi Wah Lau
Team: Athletics, Archery, Handball,
Volleyball, Woodball, Rowing, Softball
Email: chiwah_lau@hku.hk
Phone: 3910 2611



Mr. Glen Joe
Team: Basketball
Email: glenj@hku.hk
Phone: 3910 2610



Mr. Gareth Crewe
Team: Cross Country, Dragon Boat,
Table Tennis, Soccer
Email: gcrewe@hku.hk
Phone: 3910 3552



Ms. Amy Lo
Team: Karate, Rugby, Sport Climbing,
Squash, Taekwondo, Swimming, Water
Polo
Email: amyloy@hku.hk
Phone: 3910 3555



Ms. Cheryl Lau
Team: Hockey, Judo, Kendo,
Lacrosse, Netball
Email: cheryllcy@hku.hk
Phone: 3910 3561



IMPORTANT RULES AND REGULATIONS

1. Regulations Governing the Use of **CSE Indoor and Outdoor Sports Facilities**
(https://cse.hku.hk/document/regulations_sf.pdf)
2. Regulations Governing the Use of **CSE Swimming Pools**
(https://cse.hku.hk/document/regulations_sp.pdf)
3. **Noise Control Policy**
(https://cse.hku.hk/document/policy_Noise_Control.pdf)

Any violations of rules may result in an immediate suspension of booking or cancellation of upcoming training session(s).

IMPORTANT CONTACT

Event Logistics & Venue Setup

Stanley Ho Sports Centre/ Henry Fok Swimming Pool	Receptionist & Facilities Supervisor	3910 3244
Suen Chi Sun Hall		3910 3568
Ho Tim Hall		3910 3569
West Island School		9639 2751

