HKU SPORTS TEAM CAPTAIN HANDBOOK
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Last Update: 2024-01-17
MESSAGE TO TEAM CAPTAIN

INTRODUCTION

Being selected as HKU Sports Team Captains is a great honor that you should be very proud of. You are no longer just a member but you are expected to shoulder the captainship of the team. This new role also brings you a great deal of responsibility. 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)

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 worth 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 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 instil 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 recognize when and how to settle conflicts when that arise from time to time, but you also recognize 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 when they are on the playing field wearing the team uniform, and also when they are 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 honor 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.
Many different qualities contribute to being a successful Team Captain including:

1) **Motivate Your Team**
An effective Team Captain should coach teammates on achieving goals and developing necessary skills that get results. It involves developing teammates’ performance, offering feedback and demonstrating the desired skills.

   a) **Set Common Goals**
   An effective Team Captain should have the courage to do what is the best interest of the team at all times. Team Captain knows the steps to be taken, moves the team in the right direction courageously and creates clear and defined roles for the teammates.
b) Maintain Effective Communication
Communicating in an articulate and positive style creates a clear path for the rest of the team. It is also important to communicate across cultures and respect communication differences.

A successful Team Captain should be able to give as well as receive feedback from teammates. To actively listen, Team Captain not only listens to the words being spoken but also understands the meaning behind them. Strong Team Captain knows how to ask the right questions and then follow up to ensure all messages are conveyed correctly.

c) Build Team Cohesion
Team Captain needs to be aware of the needs of every teammate and understand how they feel about training, decisions, direction or team vision. A strong Team Captain shows empathy by recognizing and considering teammates’ feelings, manages conflict well, and makes sacrifices for the betterment of the Team. Team Captain should understand different approaches required for different teammates and know how to be assertive and kind at the same time. Effective Team Captain knows how to praise those who are succeeding and encourage those who are struggling.

d) Work Together with CSE to Achieve Goals
Team Captain needs to collaborate internally across coaches, teammates and externally with CSE Team Advisors. Team Captain plays a key role and is expected to serve as a bridge for communication between all parties. To establish better communication, Team Captain is advised to arrange regular meetings with the coach and the Team Advisor. Team Captain should know how to find common goals and create successful and mutually beneficial outcomes.

2) Inspire Players When Things Get Tough
Optimistic Team Captain shows that the team is working toward a better future. He/she values teammates’ contributions to achieve that goal. Team Captain recognizes that change is inevitable and maintains a positive outlook. Being positive during stressful or adverse situations is a sign of strength.

3) Trust Your Teammates
Effective Team Captain treats teammates with respect and gains respect in return. He/she values feedback and wants to hear the opinions of their teammates. He/she shows his/her respect by empowering teammates to make decisions and uses his/her expertise to achieve goals. Showing respect builds a sense of worth and commitment to the team.

It is important that Team Captain has to earn the trust of his/her teammates. Focusing on the positive aspects of team efforts and treating everyone fairly are also critical components to develop trust. Be honest but constructive to the team.
4) **Never Give Up**
Effective Team Captain knows that mistakes, miscommunications and failures are inevitable. He/she needs to be patient and offer guidance through times. By accepting this, he/she can anticipate problems and resolve the issue positively.

5) **Behave Professionally**
The way a Team Captain conducts both on and off field reflects on the rest of the team. Therefore, a Team Captain should set a standard which teammates can follow and outsiders can admire.

6) **Be Passionate**
Teammates are motivated by a drive towards a common goal. Team Captain should be passionate about the goal and creates unity among their team to work together. Team Captain should know what the team wants, is willing to put in the work to achieve it and inspires teammates to do the same.

7) **Support Your Team**
An effective Team Captain always recognizes his/her roles, responsibilities, leadership strengths and limits. As a Team Captain, he/she should work hard to listen to the input from the teammates and help them to achieve their goals.

One of the important roles of the Team Captain is to help his/her teammates to develop and sustain team bonding and spirit. To maintain a high team motivation, he/she should identify a common and unifying team goal, serve as a bridge between teammates and the coach as well as assist teammates to improve their performance.

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**You are a Great Sports Captain!!!**

- Play With Heart
- Trust Your Teammates
- Inspire Players When Things Get Tough
- Help Players To Find A Solution
- Never Give Up
- Support Your Team
- Keep Learning
- Motivate Your Team
- Lead By Example
- Behave Professionally
- Be Passionate
- Be Consistent
- Give 100% Effort
- Treat Everyone Equally
- Be Courageous
CSE Team Advisors, your team coaches and also your fellow athletes commit a lot of time into training and supporting your performance and team development. CSE, as a whole, invests considerable financial, facility and manpower resources to the U-Teams. As such, there are expectations that we have in terms of the effort you put into your training and the progress you make as an athlete and as a representative of HKU when you wear the team uniform. Therefore, as HKU Team representatives, we hope you will have the same high expectations of yourselves that we have on you. The following are our expected obligations of team representatives:

1) Team/Individual Sport Skill Training Sessions: Be present at team training sessions and always put in good effort to develop your individual and team skills (skill training a minimum of 2 days per week during U-Team training, but 3-4 days/week is preferable). The national team representative who are the HKU athletes trained at HKSI, may be exempted from training sessions. However, they are expected to turn up to certain training sessions. This will be discussed with these individual athletes on a case by case basis. Athletes who have concerns about coming to all the U-Team training sessions, should discuss with your Team Advisor in advance.
2) **High Performance Support:** All U-Team athletes should have a specific fitness programme to support their individual needs. Our High Performance Support Team will help you develop Strength & Conditioning programme for your sport, but it is your responsibility to make sure that either you attend fixed conditioning sessions outside your skill training session, or you carry this out on your own.

3) **Time Management:** Student-athletes are busy and have numerous commitments. This is the same for everyone who has a goal and this is part of the life of being an athlete. As a U-Team representative athlete, you need to have better time management than other students. To improve your time management, you should seek advice from your Team Advisor, your coaches or peers who have better time management.

4) **Sleep, Rest and Nutrition:** As an athlete, you need to take care of your body and mind. Try to sleep regular hours with a goal of 7-8 hours per night. Take short rest periods of 20-30 minutes during the day as power naps, if possible. Eat healthy food and avoid the junk food that won’t help you concentrate on your studies nor your sports.

5) **Performance Workshops and Athlete Focused Seminars:** We will hold workshops and seminars for your performance. Athletes are expected to attend these workshops as many as possible, which will be for your benefit. Education is also part of commitment to be a top performing athlete.
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 USFHK/AIG and international competitions.

1. 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.

The HP Team also offers High Performance Facilities Orientation in helping you understand more on training safety in such Sports-Specific Training Area so that you will start to taste how to train like an athlete.

B-active U-Team Attribute Training
View this to know more about Training Schedule.

B-active U-Team Walk-In Times
View this to know more about Training Schedule.

B-Active Opening Time (Weekdays & Weekends)
Please click here for viewing the most updated Session Timetable and pay attention to these early closure dates on public holidays!
2. Performance Analysis

To be a professional athlete, the team with Exercise Professionals are experienced in providing services and support such as training recommendations, sport analyzation and sports-specific fitness assessment. This includes profiling your physical fitness and comparing with your sports demands. This can have an overview of your strength and weaknesses across seasons and adjust your training program accordingly to reach your goals.

### Comprehensive Performance Evaluation

<table>
<thead>
<tr>
<th>PERFORMANCE</th>
<th>Results</th>
<th>General</th>
<th>Z-score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Body fat %</td>
<td>32.6%</td>
<td>Trained</td>
<td>1.35</td>
</tr>
<tr>
<td>CMJ jump height (m)</td>
<td>0.267</td>
<td>Trained</td>
<td>-0.45</td>
</tr>
<tr>
<td>IMTP max strength (N)</td>
<td>1654</td>
<td>Trained</td>
<td>0.50</td>
</tr>
<tr>
<td>IMTP max relative strength</td>
<td>2.8</td>
<td>Fair</td>
<td>-0.06</td>
</tr>
<tr>
<td>IMTP max RFD (N/s)</td>
<td>8977</td>
<td>Trained</td>
<td>0.72</td>
</tr>
<tr>
<td>5-m acceleration (m/s^2)</td>
<td>3.75</td>
<td>Well-trained</td>
<td>0.99</td>
</tr>
<tr>
<td>Wingate Fatigue factor</td>
<td>54%</td>
<td>Trained</td>
<td>0.64</td>
</tr>
<tr>
<td>Dynamic strength utilization</td>
<td>82%</td>
<td>Improve max strength</td>
<td>-0.07</td>
</tr>
</tbody>
</table>

**Application Procedures**

For arranging a session on these High Performance Support (Orientation or Pre-Screening with High Performance staff), UTeams Captains are advised to discuss with your Team Advisors whereas Sports Scholars are encouraged to contact our High Performance Development Manager (jamieh@hku.hk) via email.
**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](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.
### Cancellation and No-show Policy

<table>
<thead>
<tr>
<th>Normal Circumstance</th>
<th>Guideline for Cancellation</th>
<th>Procedures</th>
<th>Repetitive No Show #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cancellation is made 3 Hours In Advance prior to the booking time</td>
<td>1. Team members with HKU portal account can submit <a href="https://fm.cse.hku.hk">FM Online Request Form</a></td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>2. <strong>Copy Team Advisor</strong> with a reason</td>
<td>3. <strong>If cancellation made out of office hour (Mon-Fri 0900-1700), call our reception counter</strong> for booking cancellation at - 2819 5450 / 2819 4427 (SHSC), - 3910 3568 (Suen Chi Sun Hall), - 3910 3569 (Ho Tim Hall), - 9639 2751 (West Island School)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Late Cancellation*  
*Exceptional Case  
Training cancellation due to adverse weather will not be counted as a late cancellation.

<table>
<thead>
<tr>
<th>Late Cancellation*</th>
<th>Guideline for Cancellation</th>
<th>Procedures</th>
<th>Repetitive No Show #</th>
</tr>
</thead>
</table>
| Cancellation is made Less Than 3 Hours prior to the booking time | 1. Team members with HKU portal account can submit [FM Online Request Form](https://fm.cse.hku.hk) | Team Advisor follows up with Team Captain | 1st - 3rd times  
- **Will count as a no-show case**  
- Team Advisor follows up with Team Captain |
| 2. **Copy Team Advisor** with a reason | 3. **Call our reception counter** for urgent booking cancellation at - 2819 5450 / 2819 4227 (SHSC), - 39103568 (Suen Chi Sun Hall), - 39103569 (Ho Tim Hall), - 96392751 (West Island School) | | 3rd times  
- Respective team will receive a **Warning (email)** before suspension |
| / | | 4th times  
- The team will receive **Email Notification about booking suspension** for 2 weeks |

### No Show  
Cancellation is NOT made / procedures are not completed prior to the booking time

<table>
<thead>
<tr>
<th>No Show</th>
<th>Guideline for Cancellation</th>
<th>Procedures</th>
<th>Repetitive No Show #</th>
</tr>
</thead>
<tbody>
<tr>
<td>/</td>
<td>/</td>
<td>/</td>
<td>/</td>
</tr>
</tbody>
</table>

### 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.  
   - 2819 5450 / 2819 4427 (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](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)

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.

GUEST TEAM ACCESS

Submit a request at FM Online Request Form https://fm.cse.hku.hk with copied to your Team Advisor 1 week in advance.
IMPORTANT RULES AND REGULATIONS

1. Regulations Governing the Use of **CSE Indoor and Outdoor Sports Facilities**

2. Regulations Governing the Use of **CSE Swimming Pools**

3. **Noise Control Policy**

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

IMPORTANT CONTACT

**Bookings**

<table>
<thead>
<tr>
<th>Booking Officer</th>
<th>Ms. Kitty To / Mr. Felix Liu</th>
<th><a href="mailto:csebooking.officer@hku.hk">csebooking.officer@hku.hk</a> 3910 3558</th>
</tr>
</thead>
</table>

**Event Logistics & Venue Setup**

<table>
<thead>
<tr>
<th>Stanley Ho Sports Centre/ Henry Fok Swimming Pool</th>
<th>2819 5450 / 2819 4427</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suen Chi Sun Hall</td>
<td>3910 3568</td>
</tr>
<tr>
<td>Ho Tim Hall</td>
<td>3910 3569</td>
</tr>
<tr>
<td>West Island School</td>
<td>9639 2751</td>
</tr>
</tbody>
</table>
FRIENDLY MATCHES
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 2819 5450 / 2819 4427 (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.

OVERSEAS COMPETITION & TRAINING
If your U-Teams plan to participate in overseas competitions or trainings, kindly forward your proposal to your Team Advisor by filling in the ‘Proposal for Overseas Competition/ Training’ document.

If you require financial support, please also submit the Funding Application Form. Please be reminded that the deadline for funding application is much earlier than the proposal.

<table>
<thead>
<tr>
<th>Document</th>
<th>Deadline</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal for Overseas Competition/ Training</td>
<td>3 working days before the intended overseas competition/training date</td>
<td>It is a Must to hand in</td>
</tr>
<tr>
<td>Funding Application Form</td>
<td>2 months before the intended overseas competition/training date</td>
<td>Only for requesting funding</td>
</tr>
</tbody>
</table>
**COMPETITIONS**

**INSURANCE (GROUP PERSONAL ACCIDENT INSURANCE)**

**Accidental Medical Expenses**
The University has arranged a general insurance coverage for medical expenses incurred by students up to the limit of HKD 10,000 per accident within or outside Hong Kong.

- HKD 10,000 any one accident within or outside Hong Kong
- Accidental Medical Expense including Chinese Bonesetter and Acupuncturists subject to a limit of HKD 5,000 per person any one accident / occurrence and HKD 10,000 per policy year subject to HKD 300 per visit.

**Claiming Insurance 2023/24 Procedure**

<table>
<thead>
<tr>
<th>Injury</th>
<th>Inform team advisor immediately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injury during training or competition</td>
<td>By Email</td>
</tr>
<tr>
<td>• Medical consultation at UHS or private clinic</td>
<td>Provide the above document and soft copy receipts within 2 weeks</td>
</tr>
<tr>
<td>• Fill the Insurance Claim Form (Certificate of Medical), Students Personal Information Claim Form, receipts and referral letter</td>
<td></td>
</tr>
</tbody>
</table>

**Follow up**

- Team Advisor will follow up your case
- Send the receipts directly to FEO
- FEO will contact student if there are any questions directly
- Student can send the rest of physiotherapy receipt to FEO by email

**Useful Forms:**

- GPA Claims Summary Form
- Insurance_Student Personal Information Claim Form
Remarks:

(1) In the case of teammates from HKUSPACE CC/ HPSHCC - official receipts for medical treatments should be obtained, but respective students should report these cases to the college registry of HKUSPACE, as the insurance policy of HKU does not cover students from HKUSPACE. It is a MUST for HKUSPACE CC/ HPSHCC sports teammates to report any insurance claim case to their Team Advisor, who will write a supporting letter for the student before he/she approaches HKUSPACE registry to make an insurance claim.

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

(3) 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.
HKU TEAM UNIFORM

a. Eligibility: Team members participate in USFHK and AIG
b. Online application Form [here]

Remarks: 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.

COMPETITION JERSEY AND UNIFORM

a. Must show HKU Logo
b. Commercial logo: dimensions 2 X 2.5 inches with maximum of 2 logos

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

**TEAM ADVISORS CONTACT INFORMATION**

Dr. Michael Tse, JP  
Team: Rowing, Softball  
Email: matse@hku.hk  
Phone: 3910 3550

Ms. Chi Wah Lau  
Team: Athletics  
Email: chiwah_lau@hku.hk  
Phone: 3910 2611

Mr. Matthew Fung  
Team: Fencing, Handball, Lacrosse, Sport Climbing, Taekwondo, Volleyball, Woodball  
Email: matfung@hku.hk  
Phone: 3910 3553

Mr. Jamie Hitchmough  
Team: Soccer L  
Email: jamieh@hku.hk  
Phone: 3910 2613

Mr. Raymond Lui  
Team: Badminton, Karate, Squash, Tennis, Water Polo  
Email: raylsf@hku.hk  
Phone: 3910 3560

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

Mr. Willie Hung  
Team: Archery, Cross Country, Dragon-boat, Hockey, Rugby, Soccer M  
Email: willieh@hku.hk  
Phone: 3910 3562

Ms. Amy Lo  
Team: Judo, Kendo, Netball, Swimming, Table-tennis  
Email: amyluy@hku.hk  
Phone: 3910 3555
If you have a question regarding the following area please get in touch.

| Competition:          | Senior Sport and Recreation Officer  
|                       | Mr. Matthew Fung                       
|                       | Tel: 3910 3553                         
|                       | Email: matfung@hku.hk                  |
| Administration:       | Corresponding Team Advisors            |