

## TEAMHKU CAPTAINS' HANDBOOK

2025/26



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## INTRODUCTION

We have developed our captains' handbook to be a useful resource for all captains to help guide their teams successfully. You will find plenty of useful information within this document, so please read it carefully, and reach out to your team advisor should you require any further information!

### WELCOME 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 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 (TA) 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 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 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.



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

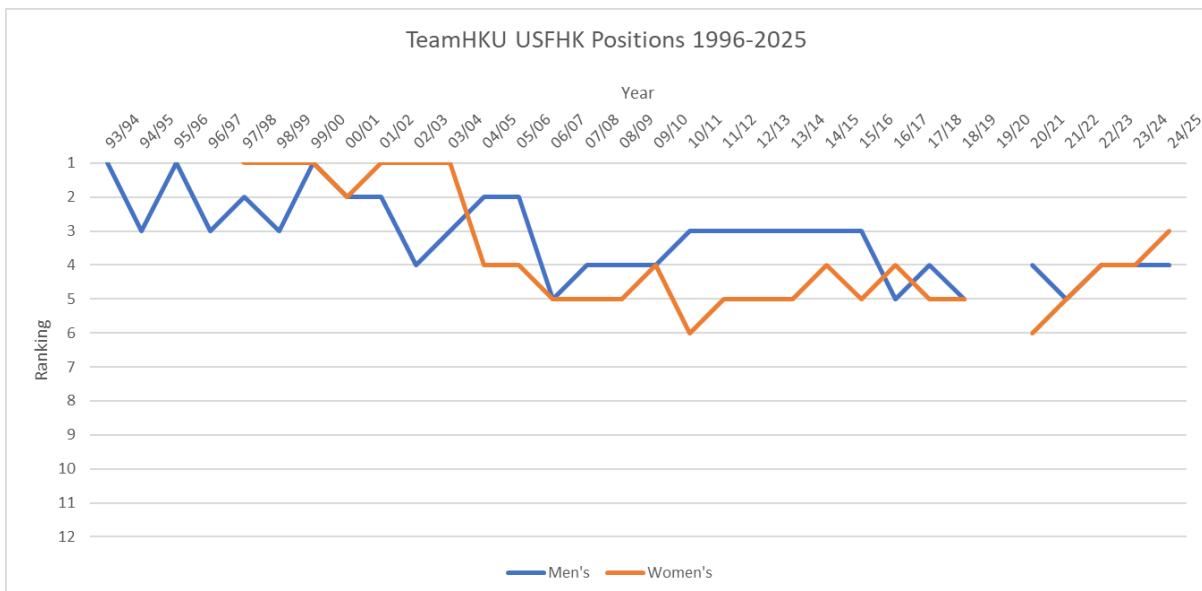
## CSE STRATEGY AND AIMS

As part of our 2025-28 strategy, CSE's vision is to:

*"Transform HKU into Asia's most dynamic university for sports, wellness & community engagement, redefining leadership across Asia's academic and sporting landscape."*

Competitive sport is a significant part of our offering for students, and one that we are all united in our passion for. As competitive people, we are motivated by maximising our performance in competitions and supporting our teams to competitive success.

Many of our teams compete in USFHK competitions, and as such, a significant goal of the CSE is to consistently be in the top-2 positions for men's and women's teams in the overall USFHK standings. These are calculated by adding the total of all points scored across USFHK competitions (1<sup>st</sup> place = 10 points, 2<sup>nd</sup> place = 8 points, 3<sup>rd</sup> place = 7 points etc.) To get some perspective on how we currently compare, see the graph below.



As shown in the graph, HKU enjoyed great success in the late 1990s and early 2000s but unfortunately were unable to sustain that success. More recently, some great work from our captains to improve results has led HKU to its highest overall finish in over 10 years in 2024/25.

To help us continue to improve our rankings, captains play a vital role in developing team culture, aiming for excellence, and motivating teammates to achieve outstanding results.

Every single position in every event makes a difference!

## 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 behaviors 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 included examples provided by captains and staff over the last couple of years. This evidence shows some of the behaviors 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 coaches for help on how you can improve outside of team training sessions	Speaking out against behavior from your friends and teammates that you know is not positive	Listening to views and opinions from everyone equally
Prioritizing healthy behaviours such as eating a balanced diet or getting 8+hrs of good quality sleep each night	Bringing a positive and enthusiastic approach to everything you do	Inspiring others to keep going and be positive, even when things are getting tough	Leaving all facilities you use in condition that you would hope to find them
Preparing mentally and physically for every training session and competition	Working with teammates and coaches to set goals for the team	Taking responsibility for mistakes and striving to learn from them	Congratulating your teammates and opponents on their efforts, no matter the result
Seeking guidance from performance specialists, including S&C coaches, nutritionists, and psychologists	Working with teammates to teach them and show them new things	Taking the initiative in competitions to play for the win, rather than settling for a tie	Treat those in your team as people, not just a coach, teammate etc.

Realizing 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	Demonstrating physical and mental courage by overcoming challenging injuries	Arriving early to every team meeting, training session and competition
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**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.**

## TEAM ADVISORS CONTACT DETAILS

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



**Dr. Michael Tse, JP**  
Director  
Email: [matse@hku.hk](mailto:matse@hku.hk)  
Phone: 3910 3550



**Mr. Chris Yu**  
Team: Badminton, Cross Country, Karate, Sport Climbing, Tennis  
Email: [chrisywh@hku.hk](mailto:chrisywh@hku.hk)  
Phone: 3910 3562



**Ms. Chi Wah Lau**  
Team: Athletics, Archery, Handball, Volleyball, Woodball, Softball  
Email: [chiwah\\_lau@hku.hk](mailto:chiwah_lau@hku.hk)  
Phone: 3910 2611



**Mr. Glen Joe**  
Team: Basketball  
Email: [glenj@hku.hk](mailto:glenj@hku.hk)  
Phone: 39102610



**Mr. Gareth Crewe**  
Team: Dragon Boat, Fencing, Rowing, Rugby, Soccer  
Email: [gcrewe@hku.hk](mailto:gcrewe@hku.hk)  
Phone: 3910 3552



**Ms. Amy Lo**  
Team: Squash, Taekwondo, Table Tennis, Swimming, Water Polo  
Email: [amloy@hku.hk](mailto:amloy@hku.hk)  
Phone: 3910 3555



**Ms. Cheryl Lau**  
Team: Hockey, Judo, Kendo, Lacrosse, Netball  
Email: [cherrylcy@hku.hk](mailto:cherrylcy@hku.hk)  
Phone: 3910 3561

## AREA OF SUPPORT FROM CSE

### 1. COACHING

Good quality coaching is the foundation of effective performance, and the CSE hires sport-specific 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 varies between teams, so please reach out to your TA if you have any questions regarding coaching provision.

### 2. HIGH PERFORMANCE

Our passionate high-performance team support the development of physical excellence 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>

#### Overview of Support

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

#### Orientation Sessions for using the High Performance Area - Drop in Times\*

- Tuesdays 17:00 – 18:00
- Thursdays 13:00 – 18:00
- Fridays 16:00 – 17:30

**Effective Date:** Starting 1<sup>st</sup> September – 30<sup>th</sup> September

If a teammate requires an orientation session after the end of September, the same timeslots as above will be in place, however athletes must book in advance.

To request an orientation in one of the above timeslots, please email [csehealth@hku.hk](mailto:csehealth@hku.hk), confirming the athlete's name and team, as well as the preferred date and time. Ideally, this will be a minimum of one week in advance to allow our team to confirm whether there is suitable capacity.

**\*Remarks:** If your team would like to schedule training time, please contact your Team Advisor to reserve a slot. Remember, only teammates who have completed the orientation session are permitted to use the high-performance area.

#### High Performance Area Schedule



All u-team members who have completed an orientation session can use the High Performance Area during the yellow timeslots.

<https://docs.google.com/spreadsheets/d/1fbZgOEGuLC5mfiLC82Oa5SASguJqRscK/edit?gid=154967378#gid=154967378>

### 3. TRAINING CAMP AND COMPETITION FUNDING

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

	Application Deadline	Camp Dates
<b>Winter Training Camp</b>	31 <sup>st</sup> October	December - January
<b>Summer Training Camp</b>	30 <sup>th</sup> April	May - August

The exact funding amount will be determined based on the evaluation of the application, proposed budget plan, number of participants, and availability of funds. Typically, the maximum funding amount for each successful application (per team) will not exceed HKD 40,000 with a limit of up to HKD 750 per person for local camps and up to HKD 1,500 for overseas camps.

Additionally, any changes to the proposed itinerary or budget must be communicated to, and approved by, the Team Advisor in advance. Unapproved expenses will not be reimbursed. The organizing team is responsible for ensuring all participants adhere to the funding guidelines and submission deadlines. Late or incomplete reports may delay reimbursement or lead to partial funding.

Further information is available by viewing our [TeamHKU Training Camp Funding - Details and Guidance Notes document](#), or by contacting [uniteam@hku.hk](mailto:uniteam@hku.hk)

For teams who may be interested in working with external organisations to plan their training camps, our colleagues at SR Sports (<https://www.shengruei.net/>) can help. Please visit their website or contact [info.srsportstw@gmail.com](mailto:info.srsportstw@gmail.com).

Additional Information: [SR 升睿運動 ref.pdf](#)

#### 4. VIDEO EQUIPMENT AND ANALYSIS

Following the success in using our new Veo camera in 2024/25, CSE have purchased an additional Insta360 camera to support teams in analysing their performance and improving individual and team skills.

As the equipment is limited and many teams train and compete at the same times, this means that we must prioritize which team(s) can access the equipment and when. We will be in touch with captains throughout the academic year to confirm the process for how it can be used.

The primary use of the equipment will be for training and competition purposes, however teams who wish to use the equipment for other purposes (e.g. team social media usage) may be eligible to use it for this purpose.

For further questions, please contact [uniteam@hku.hk](mailto:uniteam@hku.hk).

#### 5. CARDIAC SCREENING

Following the success of our screening in 2024/25, we will be continuing to offer free cardiac screening tests (ECG, ECHO, blood test where appropriate) 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.

To highlight the importance of this project, over 230 athletes completed the testing in 2024/25, with nearly 10% of those having some form of underlying abnormality which required further assessment, none of whom were previously aware of any issues.

Testing will take place in September and October, with additional dates potentially added later in the year. We strongly recommend that all TeamHKU athletes who have not completed this testing book in for a screening appointment. Those who have completed the testing previously do not need to attend another appointment unless specifically advised to do so.

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

All bookings can be completed [via this link](#) and we encourage captains to share this information with their teams.

## 6. 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 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](mailto:uniteam@hku.hk).

## 7. 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/operation
- 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](mailto:uniteam@hku.hk).

## COMPETITION OPPORTUNITIES & KIT



### 1. HKU TEAM UNIFORM

CSE has entered into a two-year agreement with Kelme to provide a range of training and competition kit for TeamHKU clubs.

All core team members will receive a tracksuit, t-shirt, polo, shorts, and backpack. Please note that, similar to previous years, these items will only be distributed to core members who are participating in USFHK, AIG, or other competitions approved by CSE.

Sponsored competition jerseys will be provided at no cost to students for the following teams: Athletics, Badminton, Basketball, Cross Country, Dragon Boat, Handball, Rugby, Soccer, Squash, Table Tennis and Tennis.

Please note that all designs are still to be confirmed, and team advisors will reach out to coordinate the use of these new items. Teams may be required to wear items from previous years until the new Kelme jerseys are delivered. For all official events, Kelme items must be worn.



\*Designs to be finalized

Kelme is also offering an exclusive 35% discount to TeamHKU members for other teams (e.g. Halls/Faculties) and for training wear.

Contact Person: Mr. Ian [ian@kelmehk.com](mailto:ian@kelmehk.com)

## 2. LOCAL COMPETITIONS

Teams will work with their advisors to ensure that entries are completed as necessary. There are three main competitions in which teams are typically involved:

**USFHK:** This is our most significant event, where we will compete against other universities in Hong Kong.

Not Eligible to Participate:

- Part-time students
- Individuals over the age of 35
- HKU SPACE students enrolled in the Diploma in Foundation Studies
- Students from HKU SPACE International College

**Annual Intervarsity Games (AIG):** 2025/26 will see the 45<sup>th</sup> AIG event take place. As part of a long-standing tradition, HKU competes against CUHK (The Chinese University of Hong Kong) in a range of sports.

**Jackie Chan Challenge Cup Hong Kong Universities Ball Games Tournament:** This year, only 3x3 basketball and table tennis will be included. It is a Hong Kong Universities Invitation Tournament organized by Lingnan University and sponsored by the Jackie Chan Charitable Foundation.

Teams who wish to request transport to local competitions should complete the form [here](#) at least one week prior to the competition.

## 3. OVERSEAS COMPETITIONS

Teams participating in overseas competitions should complete this form [here](#) as soon as possible, ideally no less than one week prior to the intended competition date.

Those teams that wish to apply for funding towards overseas competitions can use [this form](#) to do so.

Any team departing for overseas competitions 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.

After competing overseas, 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.

## TRAINING SESSIONS - PRIORITY FACILITY BOOKING AND SERVICES

This section details the important processes to be aware of in terms of team facilities.

### 1. VENUE BOOKING & CANCELLATION

For regular training sessions, Training venues have been reserved from 1<sup>st</sup> September to 31<sup>st</sup> August 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. Please note that venues will not be reserved on **Sports Facilities Early Closure Dates**. Click [HERE](#) to view our weekly calendar for further information.

Further details about the sports facilities, processes, and policies, can be found in the [training sessions priority facility booking and services](#) section.

For additional, or special training sessions, please raise the request to your team advisor as far in advance as possible. Many of our facilities are very busy and booked out ahead of time.

For cancelling training sessions, please submit an online FM form at least 3 hours in advance, using your HKU email and copying in the team advisor with details around the reasons for cancelling.

All facility requests (including bookings, setup etc.) and cancellations are completed through the FM form - <https://fm.cse.hku.hk>

## 2. CANCELLATION AND NO-SHOW POLICY

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

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.

## 3. FACILITY CHECK IN

Team Captain or any registered teammates from HKU, HKUSPACE Community College and HKUSpace-PLK Stanley Ho Community College (HPSHCC) 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.

#### 4. U-TEAM ATTENDANCE RECORD SYSTEM (UARS)

All attendance records must be regularly updated by the team captain on UARS. We will send out an Excel file for you to update the list of teammates for this academic year, including newly admitted and current members. This file will be provided to you once your recruitment period has concluded, likely by the end of October.

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.

#### 5. 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

#### 6. 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)

#### 7. STORAGE AT THE CENTRES

Only team equipment can be stored within the facilities (no personal belongings), to allow us to maintain the existing storage capacity. Teams may request additional space from CSE, however they should be aware that facility storage is very limited.

## INSURANCE & HEALTH

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

### **Accidental Medical Expenses (All u-team members)**

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 2025/26 Procedure**

1. Injury	Injury during training or competition <ul style="list-style-type: none"><li>• Medical consultation at <u>UHS, HKUMed Sports Health Clinic</u> or private clinic. HKUMed Sports Health Clinic is more preferable as they specialize in sports related injuries.</li><li>• Fill out the Insurance Claim Form (Certificate of Medical), Students Personal Information Claim Form, Receipts and Referral Letter</li></ul>
2. Inform	Inform team advisor immediately <ul style="list-style-type: none"><li>• By Email</li><li>• Provide the above document and soft copy receipts within 2 weeks</li><li>• Send the receipts directly to Team Advisors (Team Advisors submit application to Insurance Team)</li></ul>
3. Follow Up	Team Advisor will follow up your case <ul style="list-style-type: none"><li>• FEO will directly contact Team Advisors if there are any questions</li></ul>

	<ul style="list-style-type: none"> <li>• Student can send the rest of physiotherapy receipts to Team advisors by email</li> </ul>
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#### Useful Forms:

- [Insurance Student Personal Information Claim Form](#)
- [Personal Accident Insurance Details](#)

#### 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.
3. Immediately notify the Team Advisor in case of a serious injury.

## 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](#).

## TEAM HKU PROMOTION

Follow @Team\_HKU social media



## **DONORS/SPONSORS**

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.

## FURTHER USEFUL INFORMATION

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

([https://cse.hku.hk/document/regulations\\_sf.pdf](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](https://cse.hku.hk/document/regulations_sp.pdf))

### 3. Noise Control Policy

([https://cse.hku.hk/document/policy\\_Noise\\_Control.pdf](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).

## 1. IMPORTANT CONTACTS

### 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

## 2. TEAM CAPTAIN CHECKLIST

Our team captain checklist is particularly useful when new captains are transitioning into their roles. It provides a useful roadmap and ideas to help you learn your role and lead your team. Please feel free to tick off each item as it is completed!



Excellence • Courage • Passion • Respect

## TeamHKU Incoming Captain Checklist

### Welcome Captain!

Stepping into your new role can feel overwhelming, but you're not alone. This checklist will guide you through the key steps to ensure a smooth transition and a successful year ahead.

Please note that no timeline has been included below for these items, so you may wish to spread them out over time. It is worth prioritising those actions that are considered urgent and timely.

Item	Completed?
<b>STEP 1: 🔎 GET ORIENTED</b> <ul style="list-style-type: none"> <li>▢ Know your Team Advisor and how to contact them</li> <li>▢ Collect key contacts from the previous captain: <ul style="list-style-type: none"> <li>➢ Coaches</li> <li>➢ Team members</li> <li>➢ CSE staff</li> <li>➢ Donors &amp; sponsors (if any)</li> </ul> </li> <li>▢ Gain access to all club accounts (social media, email, etc.)</li> <li>▢ Receive important documents from the previous captain (e.g., training plans, donor reports)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>STEP 2: 🧠 LEARN FROM THE PAST</b> <ul style="list-style-type: none"> <li>▢ Chat with the outgoing captain(s): <ul style="list-style-type: none"> <li>➢ What worked?</li> <li>➢ What didn't?</li> <li>➢ What do they wish they knew when they started the role?</li> </ul> </li> </ul>	<input type="checkbox"/>
<b>STEP 3: 🎯 SET THE VISION</b> <ul style="list-style-type: none"> <li>▢ Discuss and set goals with your coach and advisor.</li> <li>▢ Define your team culture using TeamHKU values: <ul style="list-style-type: none"> <li>❖ Excellence</li> <li>❖ Courage</li> <li>❖ Passion</li> <li>❖ Respect</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/>
<b>STEP 4: 📈 PLAN AHEAD</b> <ul style="list-style-type: none"> <li>▢ Draft a team budget: <ul style="list-style-type: none"> <li>➢ Income: CCSO, CSE, sponsorship</li> <li>➢ Expenses: equipment, kits, training camps</li> </ul> </li> <li>▢ Reflect on the team's current status: <ul style="list-style-type: none"> <li>• Strengths</li> <li>• Weaknesses</li> </ul> </li> <li>▢ Design Team Jersey and Products: <ul style="list-style-type: none"> <li>• To standardize the TeamHKU Pantone, design your products according to the TeamHKU colour scheme. <b>Consult your Team Advisor</b> before ordering team jerseys, as we may receive support from our sponsor.</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>STEP 5: 🏃 BUILD YOUR TEAM</b> <ul style="list-style-type: none"> <li>▢ Know who's staying or leaving the team</li> <li>▢ Plan for new member recruitment: <ul style="list-style-type: none"> <li>• What skills or roles are needed?</li> <li>• How many new members?</li> <li>• Schedule of Recruitment Dates and Dates for Resume Team Training (if applicable)</li> </ul> </li> <li>▢ Identify your support network: <ul style="list-style-type: none"> <li>• Can you delegate tasks? Who and what can you delegate?</li> </ul> </li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>NEED HELP?</b> Reach out to your Team Advisor or contact CSE at <a href="mailto:uniteam@hku.hk">uniteam@hku.hk</a> — we are here to support you!	

### 3. TEAMHKU SURVEY

As each academic year draws to a close, we encourage our team captains and members to provide feedback that helps us improve our support for our teams.

Typically, we will create a survey and encourage captains and members to provide open and honest feedback. As the end of the year approaches, we will contact team captains with a survey

link, and we would be very grateful if you can help share this with your teams and encourage them to submit their thoughts.

Your feedback is crucial in allowing us to hear your thoughts and provide justification for increased investment. Examples of changes made based on feedback from teams:

- A new surface is being re-laid on SHSC Pitch 2, with significant investment going into ensuring both safety and a high-quality pitch for team training sessions
- Medical and physiotherapy provision have been highlighted as areas of improvement, so we have developed and grown our relationship with colleagues from Tung Wah College to provide competition support where possible. We aim to continue to develop and increase this provision for our teams
- Video analysis tools have been suggested by teams looking to review and improve their performances, and we have invested in Veo and Insta360 cameras to start to offer this service
- Performance workshops around sport psychology and nutrition have been requested, and we are aiming to deliver introductory sessions to small groups of sport scholars and/or teams over the next year