



「非本校教職員領隊申報表」之設立乃方便學校安排人手，以減輕各校教職員之工作量，會員學校可申報多位領隊，交本會存檔。請留意，此申報表為申請非本校教職員作為領隊之用，全職教職員並不需要申請。

- \* 請填妥以下表格，連同申請者近照於申請者執行領隊工作三個工作天之前送達或郵寄本會存檔，地址：九龍 何文田 迦密村街七號 二樓 203 室 香港學界體育聯會。請勿以傳真方式傳送此表格，因相片難於辨認。如有需要，可影印此申報表或在香港學界體育聯會網頁內下載表格 (www.hkssf.org.hk)。
- \* 成功申請者的名單將刊登於本會網頁，如有任何查詢，請致電 2711 9182 (港九地域)。

In order to release heavy workload of teachers and full time staff of schools, Heads of Schools may appoint responsible adults to serve as Team Managers. There is no limit of application. This form can be photocopied or downloaded from the HKSSF website (www.hkssf.org.hk). Please note that this form is for non-staff only, no registration is required for schools' teachers and full time staff.

- \* The application must be submitted to the Hong Kong Schools Sports Federation, Room 203, 1/F, 7 Carmel Village Street, Homantin, Kowloon **THREE WORKING DAYS** before the Team Manager assumes his/her duty. **Please do not send this form by fax** because photo can hardly be identified on a fax copy.
- \* List of successful applicant will be published on our website. For enquiries, please call our office at 2711 9182 (HK & KIn Region).

**擔任領隊的基本要求：**

1. 年齡 (於執行領隊工作時) 必須為 18 歲或以上。(根據學體會「集體個人意外保險計劃」，受保人年齡上限為七十歲，否則不被該計劃保障)
2. 非就讀中學的人士。
3. 在同一場比賽中，不能兼任對隊的領隊。
4. 由校長正式委任。

**Requirements :**

1. The person must be aged 18 or over at time when he/she performs his/her duty. (According to the Collective Personal Accident Insurance Policy, only those aged 70 and under will be covered)
2. The person must not be a current secondary school student.
3. The person cannot serve as Team Manager of two competing teams in the same match.
4. The person must be authorized by the Head of School.

區分會：  港島東 HKE  港島西 HKW  九龍東 KE  九龍西 KW  九龍北 KN  
Area Committee

學校名稱：  
Name of School \_\_\_\_\_

負責老師姓名：  
Name of Teacher-in-Charge \_\_\_\_\_

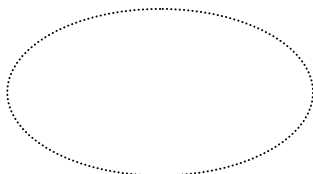
聯絡電話：  
Telephone \_\_\_\_\_

 <p>相片 Photo</p>	 <p>相片 Photo</p>	 <p>相片 Photo</p>
中文姓名： Name (Chinese)	中文姓名： Name (Chinese)	中文姓名： Name (Chinese)
英文姓名： Name (English)	英文姓名： Name (English)	英文姓名： Name (English)
電話： Telephone	電話： Telephone	電話： Telephone
職業： Profession	職業： Profession	職業： Profession
出生日期 DOB： (DD/MM/YY)	出生日期 DOB： (DD/MM/YY)	出生日期 DOB： (DD/MM/YY)
申請者簽署： Signature of Applicant	申請者簽署： Signature of Applicant	申請者簽署： Signature of Applicant

校長聲明： 本人謹委任上述人士 (年齡 18 歲或以上) 代表本校帶領運動員參加香港學界體育聯會主辦之活動，除負責處理一切比賽及學生與支持者行為及紀律問題外，並願意遵守香港學界體育聯會所訂定之章則。

**Declaration of Head of School :** I authorize the above applicant(s) (aged 18 or over) to serve as Team Manager(s) of my school team(s). The applicant(s) will be responsible for the behaviour and discipline of team members and spectators, and will abide by the rules and regulations of the Hong Kong Schools Sports Federation.

校印  
School Chop



校長簽署：  
Signature of Head of School \_\_\_\_\_

日期：  
Date \_\_\_\_\_