



中國香港學界體育聯會

THE SCHOOLS SPORTS FEDERATION OF HONG KONG, CHINA

香港九龍何文田迦密村街七號地下及二樓 GF & 1/F., 7 Carmel Village Street, Homantin, Kowloon, Hong Kong. Website: www.hkssf.org.hk

Head Office
Room 203
Tel: 2711 9182 Fax: 2761 9808
E-mail: hkssf@hkssf.org.hk

HK Island & Kln Office
Room 203
Tel: 2711 9182 Fax: 2761 9808
E-mail: hkssrc@hkssf.org.hk
hikps@hkssf.org.hk

External Office
Room 201
Tel: 2768 8212 Fax: 2768 4525
E-mail: external@hkssf.org.hk

N.T. Office
Room 102
Tel: 2711 2823 Fax: 2761 4821
E-mail: nts@hkssf.org.hk
ntpsac@hkssf.org.hk

2023 – 2024 Student Athletes Registration System (STAR System)

Points to note

(A) Account Security and update

1. For your account protection, you are advised to access the STAR System via (star.hkssf.org.hk) and change your password immediately.
2. Update of email address
 - 2.1 Principal account & Teacher account
Please log into the relevant account and click “My account” near the top right corner to update.
 - 2.2 Update email carbon copy list
Please log into the Teacher account and click “Email Carbon Copy List” in the left menu to update.
 - 2.3 Update default email
Please submit request in writing to HKSSF.

(B) Matter related to registration

1. Implement of Electronic Registration Card (**Only applicable to secondary Schools**)
Starting from 2023 – 2024 season, schools are allowed to use electronic registration card as a form of valid student registration card in all activities / competitions for secondary schools. In any case, school can still choose to present physical student registration card for participation. Please refer to P.36 – 38 of User Manual (Version 1.4) for further information. In addition, please note that schools are required to settle the registration fee for any student registration cards that are not collected.
2. Schools may register student athletes from last season by clicking on “Select from Last Year’s Student Athletes”. Teacher in-charge is only required to enter student’s class level and grade for the new season.
3. Input Chinese Name
 - 3.1 Please input a dash (-) to indicate Chinese Name is not available.
 - 3.2 Some Chinese characters may not be supported in the system, please enter an underscore (_) instead.
 - 3.3 In the case of Simplified Chinese name listed on the identification document, please enter Simplified Chinese characters in the system.

4. Upload Photo and Resize

4.1 To ensure that photos on the registration card are up-to-date, the **registration system will request teacher in-charge to upload a new photo should the same photo has been used consecutively for the past two seasons.**

4.2 To avoid delay in the process of applications for student athlete registration card, teacher in-charge should upload recent colour photograph in plain background that can meet the standard requirements (the minimum size is 412 * 459 pixel and 150kb, the maximum size is 2Mb) and resize to a suitable dimension (photo should be from shoulder to the top of the head with the head centered). Flash reflection and photo taken on a monitor or screen is not accepted.

4.3 Photos and student information can be uploaded via eClass. Registration applications may be rejected if the imported photo does not meet the standard requirement as listed in 4.2.

5. Protection of Personal Data

After completing the registration, it is the responsibility of the user to remove student personal data held (in particular the files that they have stored on the mobile phone) in order to prevent the leakage of personal data.

(C) Registration Fee and Payment

1. Registration Fee

General Application (available for collection within 4 working days after the day of submission): HK\$16/card

Urgent Application (available for collection on the next working day after the day of submission): HK\$40/card

2. Payee Name of Cheque Payment

Please make your cheque payable to "**The Schools Sports Federation of Hong Kong, China**".

3. The financial year for HKSSF ends on 31st March each year. Debit note will not be issued in March and registration fee payment can only be made by cash or cheque.

4. The student athlete registration fee provides students with "Collective Personal Accident Insurance" coverage and supports administrative expenses of the STAR system. **In the event of competition / event cancellation, kindly note that registration fees involved cannot be waived or any paid registration fees are non-refundable.**

(D) Application for Team Manager (Non-staff member)

1. Appointment:

1.1 The applicant must be aged 18 or over (According to the Collective Personal Accident Insurance Policy, only those aged 70 and under will be covered);

- 1.2 The applicant must not be a current secondary school student;
 - 1.3 The applicant cannot serve as Team Manager of two competing teams in the same match;
 - 1.4 The applicant must be authorized by the Principal and registered with the Federation.
2. Schools need to submit the name and date of birth of the Team Manager (must be the same as shown on identity document) together with his/her contact number and a recent colour photograph for application purpose through the STAR system.
 3. Schools may register Team Manager from last season by clicking on “Select from Last Year’s Team Manager” and simply confirm the submitted information and photo are up-to-date.
 4. Application must be submitted at least four working days before the Team Manager assumes his/her duty. List of successful appointments will be published on the website listed below:
star.hkssf.org.hk/team-manager-non-staff

(E) Other Information

1. For further information, please refer to “Student Athletes Registration System - User Manual (Version 1.4)” and “FAQs (Aug 2021)” on our website 【 www.hkssf.org.hk > Student Athletes Registration System 】 .

Should you have any enquiries, please contact the Secretariat at 2711 9182 (HK Island & Kowloon) or 2711 2823 (New Territories).

10th August 2023