



S.H. Ho College Sports Development Fund

Terms and Conditions

Notes: Terms and Condition were approved by the Student-Life Sub-Committee on 18 July, 2014.

A) The Nature of the Sports Development Fund

1. The Student Life Sub-Committee is responsible for managing The College Sports Development Fund (SDF), which is launched to subsidize the operational cost of S.H. Ho College Sports Teams.

2. Applications for financial assistance from the Sports Development Fund are handled and approved by the Student Life Sub-Committee. Submitting an application automatically implies that the applicants agree to all the terms stated in this document, and accept the final decision made by the Student Life Sub-Committee, regardless of the outcome of the application.

3. Under all circumstances, the Sports Development Fund subsidizes only the expense of
 - Training
 - Jerseys
 - Application Fees for Competitions
 - Drinks for Competitions
 - Venue Charge(s)
 - Other Consumablesrequired for the team. The following items, for example, are therefore not covered:
 - Sport Equipment such as rackets
 - Personal Items (Except for jerseys)
 - Meal Expenses

4. The Sports Development Fund only subsidizes the trainings conducted from September to Aug of each academic year.

B) Application Details

5. The maximum amount that can be requested for each application each year is HK\$13,000.
6. Applicants shall submit their application within the following application periods:
 - Main Application Period: Aug – Early Sept
 - Supplementary Application Period: Nov – DecSelection will be conducted by the Student Life Sub-Committee after each application period. Interview may be required, and the number of offer (successful applicants) will depend on the number of application received and the available budget.
7. Applicants must submit a proposal on the operation of the sport teams with a yearly budget plan to the Committee within the above application periods.
 - The Proposal: must contain the followings:
 - 1) Year Plan of Sport Team, including,
 - Arrangements for Team Recruitments
 - Arrangements for Trainings & Competitions
 - 2) Training Schedules & Format
 - 3) Two Proposed Trainers with Detailed Qualifications
 - Budget Plan: must contain the followings:
 - 1) Items that are proposed to be subsidized
 - 2) Quotations for two proposed trainers
 - 3) Proposed amount of subsidy for the year
8. A full name list of team members should be submitted to the Committee within 2 weeks after the recruitment and tryouts.
9. Sport Teams under the subsidy of the Sports Development Fund (SDF) are required to participate in the inter-college sports competitions held by the P.E. Unit of CUHK in that academic year.
10. Apart from the tryouts held by the College, the team members are also required to participate in the tryouts held by the P.E. Unit of CUHK in 1st or 2nd semester.

11. All team members are required to participate in the inter-college sports competitions held by the P.E. Unit of CUHK in that academic year. Prior approval with justifiable reason(s) is needed for absence during the competition.
12. If any significant change has been made to the subsidized items or team membership, the applicants must submit a written request with justifications to be re-evaluated by the Committee prior to being spent. Failure to do so may result in a penalty (see below).
13. Subsidy will be provided in the form of reimbursements, and it cannot exceed the subsidized amount as approved by the Committee. Successful applicants have to submit the following documents by the end of each month for reimbursement and evaluation by the Committee:
 - Attendance List for Each Training Session.
 - Original Expenditure Document(s)
 - Contract for Service Form completed by Selected Trainer

C) Duties of Selected Trainers

14. Selected trainer should perform the following duties:
 - Providing training to team members
 - Coaching team members during matches
 - Making and endorsing attendance sheet of training
 - Ensuring the safety of team members during training and matches
15. The Committee reserves the full right on the selection of trainers.

D) Assessments

16. Assessments of the proposal will be made by the Student Life Sub-Committee according to following criteria:
 - Contribution to Students at College
 - Practicability
 - Planning and Preparations
 - Students' Interest in the Sport
 - Students' Participations in the Last Year
17. The Committee will appoint teachers from the P.E. Unit of CUHK to evaluate the performance of the trainer and participations of members during trainings and competitions. The evaluation result will be considered by the Committee for

future assessment.

18. The average training attendance rate of each month will be evaluated by the Committee. In case the attendance rates of two consecutive months are lower than 50%, the Committee might consider suspending or reducing the subsidy.
19. Any post-event application will not be considered.
20. Applicants cannot apply for financial assistance from the Sports Development Fund, Student Initiative Fund and the College Students Cooperative Fund to subsidize the expense of the sport team at the same time.

E) Sponsorships

21. Applicants may seek sponsorship(s) from outside parties. Sponsorships in any form must be stated in the proposal. Sponsorships obtained after the event is approved should be stated in the final financial report.
22. The Activity Proposal should contain all details of the agreements between the Applicants and the sponsor(s), which will be reviewed by the Committee.
23. The Committee reserves the right to reject a sponsorship, under the circumstance that it contradicts or violates the spirits and reputation of the University and the College.

F) Penalties Associated with Irresponsible Behaviors

24. The Student Life Sub-Committee will consider the following behaviors as irresponsible:
 - Knowingly withhold information or details in the Proposal, the Budget Plan, or the financial report;
 - Making any unauthorized change to the nature and content of the approved event.
 - Fail to submit the reimbursement documents on time without an acceptable explanation;
25. Any irresponsible behavior that is deemed proven by the Committee will result in revocation of the approved subsidy. The Applicants may have to return all received subsidy. The success in applying for future funding will also be negatively affected.