

**Service Record for Coach/Assistant Coach**  
**教練/助教服務記錄表**

Course Name (Code) \_\_\_\_\_ Name of participate organization \_\_\_\_\_  
課程名稱 (編號)： \_\_\_\_\_ 參與學校/機構名稱： \_\_\_\_\_  
Coach Name (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_  
教練姓名：(中) \_\_\_\_\_ (英) \_\_\_\_\_  
HKID Card No. \_\_\_\_\_ Gender \_\_\_\_\_ Contact No. \_\_\_\_\_  
身份証號碼： \_\_\_\_\_ 性別： \_\_\_\_\_ 聯絡電話： \_\_\_\_\_

Service Record 服務記錄：

	Date of Service 服務日期	Time 時間		Service Hour(s) 服務時數	Training Venue 訓練地點
		From 由	To 至		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I participated in this sports training work as non-employee, except the hourly allowance calculated for coach. I understand I don't have any protections and benefits granted by the Employment Ordinance to the employees. So please pay for the amount mentioned above.

本人以非僱員身份參與是次體育訓練工作，除按小時計算的教練津貼外，本人明白並不享有僱傭條例賦予僱員的所有保障和福利，故請貴會支付上述費用。

**Please return to the Association within one week after completed the training. 請於完成訓練計劃一星期內交回總會**

Total service hours \_\_\_\_\_ Coach Signature \_\_\_\_\_  
服務時數總計： \_\_\_\_\_ 教練簽署： \_\_\_\_\_  
Total allowance for Coach \_\_\_\_\_ Date \_\_\_\_\_  
合計教練津貼： \_\_\_\_\_ 日期： \_\_\_\_\_

**For Official Use Only (本欄資料由總會職員填寫)**

Toatl Service Hours \_\_\_\_\_ Hourly rate for Coach \_\_\_\_\_ Total allowance for Coach \_\_\_\_\_  
服務時數總計： \_\_\_\_\_ 每小時教練津貼：\$ \_\_\_\_\_ 合計教練津貼： \$ \_\_\_\_\_  
Cheque No. \_\_\_\_\_ Input by \_\_\_\_\_ Date \_\_\_\_\_  
支票號碼： \_\_\_\_\_ 經手人： \_\_\_\_\_ 日期： \_\_\_\_\_