



SPORTS FEDERATION &
OLYMPIC COMMITTEE OF HONG KONG, CHINA

Sports Federation & Olympic Committee of Hong Kong, China

中國香港體育協會暨奧林匹克委員會

General Guidelines of applying to the Federation as Observer

申請加入港協暨奧委會為觀察會員的指南

1. The applicant must submit to the Federation its application accompanied by the applicant organization's constitution and the name list of the organization's Executive Committee in the past three years;
申請團體在申請入會時必須向本會提交該團體會章及過去三年的執委名單。
2. The applicant must demonstrate to the Federation its consistent record of having promoted its sport and the participation of the Hong Kong community in the past five years. It should have organized no less than one international or inter-regional championship and one local championship each calendar year in no less than three years in the past five years; (Please mark * for Championship being sanctioned by International/ Asian Federation)
申請團體所發展的項目必須於過去五年內在本港社區持續宣傳及發展。申請團體必須於過去五年的三年期間，每年舉辦不少於一個地區或國際錦標賽及一個本地錦標賽。(請以* 註明該項賽事為國際/亞洲體育總會認可)
3. The applicant organization's sport must be a popular sport in Hong Kong community as demonstrated by its registered members which should not be less than 300 each year in the past three years;
申請團體所發展的運動必須為社區普及的運動。申請團體須向本會提交過去三年的會員名單，每年註冊會員人數不能少於 300 人以證實其普及情況。
4. The applicant organization must demonstrate at the time of application that its Members took an active role to participate in activities of the organization in the past three years;
申請團體必須向本會證明其會員在過去三年經常參與該團體舉辦之活動。
5. The applicant organization must have been in existence in Hong Kong for at least five years and be registered in Hong Kong either under the Societies Ordinance or Business Registration Ordinance during that period;
申請團體在申請入會時必須向本會提交社團註冊或公司註冊文件，以證明該團體在香港已成立五年或以上。



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6. The applicant organization should have held the Annual General Meeting of the organization once a year in the past three years with meeting minutes well recorded. (Should the applicant organization's application for membership of the Federation be accepted, the applicant organization hereby has agreed to the right of the Federation of sending one/two Federation representative(s) to sit in the Annual General Meeting of the organization, if deemed appropriate by the Federation);

申請團體必須證明在過去三年皆曾召開會員週年大會，並保留有完備的正式會議記錄，倘若申請獲港協暨奧委會批准，則申請團體同意港協暨奧委會有權派一／兩位代表出席該團體召開的週年大會。

7. The applicant organization should present to the Federation at the time of application its audited account of each financial year in the past three years;

申請團體必須在申請入會時向本會提交於過去三年每個財政年度已審核的帳目。

8. The applicant organization must provide valid evidence to confirm that the applicant organization has served as the sole organization / body governing the sport in Hong Kong in the past three years;

申請團體必須提供證明證實其為本港發展及管轄該運動的唯一團體。

9. The Membership Affairs Committee might exercise its discretion in case by case basis to waive part of the requirement stated in Items 1-8, if the applicant organization can provide solid evidence to show their special situation, e.g. athlete qualified for Olympic Games, etc.

會員事務委員會可根據申請團體的特殊情況，行使酌情權豁免第 1-8 項當中部份之條款(例如：已經有運動員得奧運參賽資格等)

10. The applicant organization is willing and prepared to pay the audit management fee imposed by the Federation appointed contractual firm on its membership application to the Federation;

申請團體遞交入會申請後須自行支付審核入會文件費用，該費用將由港協暨奧委會的合約公司釐定。



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11. To sum up, the applicant submit the following documents to the Federation at the time of application for Observer status of the Federation:

總括以言，申請團體在申請港協暨奧委會觀察會員時必須向本會提供以下文件：

- (a) A completed Application Form;
已填妥的入會申請表；
- (b) A completed form of listing the Executive Committee Members of the applicant organization in the past three years;
向本會提交於過去三年的執委名單；
- (c) Photographs and documentation of the major events held by the applicant organization in the past three years;
申請團體向本會提交於過去三年曾舉辦大型賽事的相片及文件；
- (d) A copy of the Code of Conduct applicable to all officials and staff members of the applicant organization already in use in the past three years;
申請團體向本會提交過去三年適用於申請團體所有負責人員和職員的行為守則；
- (e) A copy of the Procurement Guidelines setting out quotation and tendering procedures suggested by acquisition values, approval and review mechanism, payment methods and stock taking systems of the applicant organization already in use in the past three years;
申請團體向本會提交詳盡的採購政策及指引，載列分別按購置價值訂立的報價和招標程序、審批和覆檢機制、付款方法和盤點制度；
- (f) A copy of the official endorsements (whether by the confirmed minutes of the Annual General Meeting or its relevant Committee meetings) recording resolution by the applicant organization for having formally adopted the ethical code and procurement guidelines per items (d) and (e) above; and
向本會提交載有正式通過決議的文件副本（不論以執行委員會或週年大會會議記錄的形式記載均可），記錄申請團體管理層就正式採納上文(d) 及 (e) 項的行為守則和採購指引的決議；及
- (g) An Annual Audited Account in the past three years prepared by a certified public accountant of Hong Kong.
向本會提交過去三年經由執業會計師已審核的帳目。