

SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

Athlete Selection Policy & Guideline

Introduction

- 1. This policy and guideline apply only to the selection and formation of Hong Kong, China delegations organized by the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC).
- 2. The purposes of this guideline are as follows:
 - i. Uphold the principle of impartiality in the selection process;
 - ii. Promote the core values of equal opportunities and fair competition in selection of athletes;
 - iii. Ensure a consistent and transparent approach for the dissemination of information; and
 - iv. Outline the actions to be taken by NSA and SF&OC in the selection process.
- 3. Being a member of International Olympic Committee (IOC), Olympic Council of Asia (OCA) and East Asian Olympic Committee (EAOC), SF&OC has the exclusive authority to form a delegation to the International Multi-Sports Games (Games). These include Olympic Games, Asian Games, Youth Olympic Games, East Asian Youth Games, Asian Beach Games, Asian Indoor and Martial Arts Games, etc.
- 4. As the affiliated members of International Federations (IF) and Asian Federations (AF), NSAs play a key role in the promotion of their respective sports in Hong Kong. While NSAs are also members of SF&OC, they enjoy the independence and autonomy in athlete training, athlete, coach and professional accreditations, daily operations and finance, and selection of athletes to participate in international Championships / Cups / Tournaments under the jurisdiction of the respective IFs and AFs. NSAs are responsible to formulate the guidelines and regulations for such duties.
- 5. Thus, SF&OC and NSAs have their respective rights and duties to select athletes to multi-sports Games. The Selection of delegation members (including athletes and officials) will be divided into two Tiers:
 - A) Nomination handled by NSAs Depends on the nature of the sports, NSAs based on their unique selection criteria to select their athletes and officials, then nominate them for SF&OC's consideration; B) Selection handled by SF&OC SF&OC based on another set of uniform selection criteria to make a decision



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

6. For any case out of normal circumstance or not mentioned in this Guideline, the SF&OC Board shall make special arrangement on a case-by-case basis. These arrangements shall be communicated with the athletes or parties concerned and published at SF&OC's website.

Nomination handled by NSAs (Tier one)

- 7. Once NSAs received the invitation from SF&OC (Letter of Intention) for a specific Games, NSAs should set their own nomination procedure based on the uniqueness of their respective sports for that particular Games. The procedure shall include selection and appeal mechanism according to the Guidelines set by SF&OC at **Annex I**.
- 8. With adequate information (e.g. technical handbook) provided by the Games Organizing Committee, SF&OC Nomination Summary and Individual/ Team Nomination Form for respective Games will be provided to NSAs for submitting their nomination. NSAs are required to submit the follow documents to support their nominations and for reference of SF&OC:
 - i. Approved nomination summary and individual form(s) which are endorsed by the President / Chairperson of NSAs;
 - ii. Selection mechanism, selection Criteria and minimum requirements set by NSAs;
 - iii. Appeal mechanism set by NSAs;
 - iv. Document(s) proofing that these mechanisms are approved by the highest authority (e.g. President, Board or General Meeting);
 - v. Membership lists of the Selection Committee and Appeal Committee;
 - vi. Timeline for the nomination procedure of the respective Games;
 - vii. A record with date for uploading the selection and appeal mechanism on the website of NSAs before the commencement of the selection for respective Games;
 - viii. A record with date that the selection and appeal mechanism have been communicated to the athletes and parties concerned via official communication channel;
 - ix. A preparation plan of NSAs for their athlete/s (with details of their training and competitions) in the coming months leading to the Games concerned of the nominees; and
 - x. Projected results for each nominees / nominated events.



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

9. NSAs are required to nominate a person-in-charge (PIC) (e.g. Team Manager, Head Coach, etc.) authorized by the <u>highest authority</u> of each respective NSA to act as point of contact and to communicate with SF&OC for all matters related to the participation of the Games.

Selection handled by SF&OC (Tier two)

- 10. The SF&OC International Multi-Sports Games Selection Committee for respective Games (Selection Committee) will be established pursuant to SF&OC Articles of Association after receiving the "Entry by Sport" information from the Organizing Committee. Members of the Selection Committee are nominated by the Chairperson and endorsed by the Board. They should act in accordance to SF&OC Articles of Association, the Athlete Selection Policy & Guideline and Code of Conduct (including Declaration of Conflict of Interest). The nomination criteria included whether the representative sport was one of the participating sports in the respective games, the representation of NSA and the experience of the representative.
- 11. Once the Selection Committee is formed, a meeting will be conducted to draw up the specific "SF&OC Selection Criteria for the respective Games" in accordance with the objective and subjective criteria of **Annex II** based on the goal and objective of participating in that respective Games (e.g. obtain medals, top 8 achievement, preparation for other Games, etc.). Selection criteria considered by SF&OC is at **Annex II** for reference.
- 12. SF&OC will then issue the confirmed specific "SF&OC Selection Criteria for the respective Games" which included objective and agreed subjective criteria together with nomination forms to NSAs concerned. The said specific "SF&OC Selection Criteria for the respective Games" will also be posted on SF&OC website. A copy of individual nomination form is at **Annex III** for reference.
- 13. The Selection Committee shall study and consider all documents submitted by the NSAs while selecting athletes for respective Games by means of meetings or, in view of time constraint by circular papers. NSAs representative may be invited by the Selection Committee to give a presentation in the Selection Committee Meeting if deemed appropriate. Number of officials' quota assigned for each sport will depends on team size, nature of the sports and officials' quota policy set by the Organizing Committee.



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

- 14. Approval / reject letters with reason given will be given to the NSAs concerned once the decision is made by the Selection Committee. NSAs concerned can initiate request to the Selection Committee for reviewing their nomination(s) (including both new nomination(s) and previous nomination(s)) by submitting the SF&OC Review Form (Annex IV) with supporting documents at least four weeks before the deadline of Entry by Name set by the Organizing Committee. Separate review form should be used for each review case (i.e. for each individual athlete or team). These reviews shall include new additional information that is not provided to the Selection Committee before, while the number of review (with new information) is not limited. Late review application will be accepted but any changes/decision made by the Selection Committee will be subject to the acceptance of the Organizing Committee / Games host due to late submission.
- 15. Apart from medical reason or request initiated by the Organizing Committee, review for replacement or addition of athletes after the deadline of Entry by Name set by the Organizing Committee will not be considered in normal circumstance.
- 16. Considering each sport may have its own competition rules set by the respective IF or AF and the limited time for decision making process during Games operation, any review (including but not limited to withdrawal, change of event or adding event for approved nomination, or replacement of athlete by "Alternate Athlete") after the commencement of the Delegation Registration Meeting can only be submitted verbally by PIC of NSA concerned to Secretary of Selection Committee for the approval of Chairperson of Selection Committee. Before granting of approval or not, the Chairman shall take into account the rationale and circumstances under which PIC of NSA in making such decision. A review form has to be sent by the PIC within 2 days from the date of approval to the Chairperson of Selection Committee. The review form will be circulated to Selection Committee for reference and becomes one of the review items in the Post-Games Review.
- 17. To ensure all approved athletes are medically fit to participate in the Games, PIC of NSAs shall report any significant medical issues of the approved athlete to the Selection Committee via the SF&OC Medical Report Form (Annex V) within 3 days that the medical issue is discovered.



SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

Appeal for the decision of Selection Committee

18. Should NSAs consider that the decision made by the Selection Committee violates the relevant constitution, rules or regulations of SF&OC or Selection Criteria set by the Selection Committee for a specific International Multi-Sports Games, they can file an appeal to the SF&OC International Multi-Sports Games Appeal Panel in according to the Appeal Procedure (Annex VI) at least three weeks before the deadline of Entry by Name set by the Organizing Committee or within one week from the date of the letter notifying the decision of Selection Committee, whichever date is later. Any other reason is deemed as inappropriate ground of appeal.

Review of Athlete Selection Policy & Guideline

19. The SF&OC Athlete Selection Policy & Guideline shall be reviewed at least once every four years.

(This version was last updated on 10 September 2021)

-END-

Annex I

Guidelines and Basic Principles for Selection and Appeal Mechanism within NSAs level (Tier One Selection)

- 1. National Sports Associations (NSAs) are required to comply with the requirements and guidelines set by respective Games Organizing Committee, Games Owner (e.g. IOC) and SF&OC while nominating athletes and officials to SF&OC for Games.
- 2. NSAs should establish their own fair, impartial and transparent selection and appeal mechanism for each Games for athletes and officials, which is approved by the highest authority of each respective NSA before nomination. These mechanisms should be published at the website of the NSAs concerned for public viewing in a reasonable and justifiable lead time before the commencement of the selection process by the NSA.
- 3. When drawing up NSA's selection mechanism, the method of selection (e.g. by paper exercise with reference to previous records, by selection competition, by IF/AF qualification, etc), timeline for the specific Games, selection criteria and minimum requirements (if any) should be clearly stated in its documents published at NSA's website. Athletes and relevant parties concerned should be informed of these mechanism (including selection criteria) via official communication channel once they are published at website.
- 4. Each NSA should also devise and inform its athletes and the relevant parties on its appeal mechanism before the commencement of the selection process which should be designated to handle any possible appeals or complaints against its selection results. The appeal should be handled by separate committee / persons that is/are not involved in the selection mechanism.
- NSAs may make reference to the "Best Practice Reference for Governance of National Sports Associations – Towards Excellence in Sports Professional Development" published by ICAC when formulating their own selection and appeal mechanism

Annex II

SF&OC Athletes Selection Criteria (Tier Two Selection)

Basic requirement

Athletes should fulfill the following conditions in order to compete in multi-sports Games:

- 1) Athletes should pass the required medical check up to demonstrate his/her fitness for competition; and
- 2) Athletes should comply with the requirements (including eligibility code, e.g. HKSAR Passport holder) and guidelines set by respective Games Organizing Committee, Games Owner (e.g. IOC) and SF&OC.

Athletes Selection Criteria can be divided into objective criteria (same for each multisports Games) and subjective criteria (to be decided by the Selection Committee for each multi-sports Games). No weighting will be set for these criterion considering that athletes shall be selected if they can fulfill any one of the criterion listed.

A) Objective Criteria

Athletes nominated by NSAs who possess the following outstanding results in previous international competitions shall <u>automatically</u> be selected to participate in the respective Games:

- 1) * Ranked 1st 8th in recent World Championships (within 4 years) sanctioned by the respective IF in the same or higher level of the Games concerned (senior / youth);
- 2) * Ranked 1st 8th in recent Asian Championships (within 4 years) sanctioned by the respective IF in the same or higher level of the Games concerned (senior / youth);
- 3) * Ranked 1st 8th in recent multi-sports Games owned by OCA (within 4 years) in the same or higher level of the Games concerned (senior / youth);
- 4) * Ranked 1st 8th in recent multi-sports Games owned by EAOC (within 4 years) in the same or higher level of the Games concerned (senior / youth);
- 5) * Ranked 1st 8th in recent National Games organized by General Administration of Sport of China (within 4 years) in the same or higher level of the Games concerned (senior / youth);
- 6) * Ranked 1st 8th in recent World Games / Universiade (within 4 years) in the same or higher level of the Games concerned (senior / youth);
- * On condition that there is a minimum of four participants in the competition(s) AND the athlete(s) ranked in the top one-third among the total number of participants.
- 7) Participated in recent Olympic Games or multi-sports Games owned by ANOC (within 4 years) in the same or higher level of the Games concerned (senior / youth).

For team event, only if all of the athletes nominated among the team fulfilled the above shall <u>automatically</u> be selected. While for team only sports, only if the NSA's previous team fulfilled the above shall <u>automatically</u> be selected.

B) Subjective Criteria

The Selection Committee shall discuss the subjective criteria before nomination for each Games based on the goal and objective to participate in that specific Games. Reason or supporting should be given for each subjective criterion.

The following factors may be considered by the Selection Committee:

- 1) Special relaxation for the objective criterion, for example:
 - a) considering the additional support from the Government via Team Support Grant, Team-only-sports require to rank <u>at least half or above</u> among the total number of participants;
 - b) considering team strategy, if <u>half or more</u> of the athletes nominated among the team event fulfilled the Objective Criteria, the team can be selected to participate in the Games:
- 2) Athletes receiving Elite Training Grant with Elite C or above;
- 3) Athletes / Teams already qualified via the IF/AF qualification system;
- 4) New sports in that specific Games;
- 5) Athletes / Teams continually ranked Top 3 in World / Asian Ranking.

Annex III

XXX multi-sports Games Individual / Team Nomination Form

Name of Athlete / To	eam (Both English & Chin	ese):				Se	x:	
HKSAR Passport h	older:	Yes	s / No			Ag	e:	
•	I have read thru the SF&OC e / Team representative	C Athlete Selec	ction Policy & G	Guideline and accept to be	nominated by NSA	to the captioned C	dames.	
			Perf	ormance details with suppo	orting documents			
Proposed entry in XXX multi-sports Games	Multi-Sports Games / Championships/ Competitions (# Date)	Nature (MSG / WC / AC)*	Event sanctioned by IF / AF	Event	No. of participating countries or regions / entries	Performance / results in terms of time / score	Category of Elite Training Grant under HKSIL in current year	Remarks
*MSG _ multi-sports Ga	umes (e.g. Olympic Games, Asia	an Gamos etc.)	/WC - World Ch	amnionshin / AC _ Asian Ch	ampionship # Latast c	omnetition date sho	uld ha lictad first	
-	thlete / team (Please supplemen			•	шприняшр # Lutest с	ompetition date sho		
Name of NSA Presido Association:	ent/ Chairman:							NSA's chop

Annex IV SF&OC Review Form

NOTICE OF REVIEW

Filing Instructions

1) This form should be completed and filed with the SF&OC International Multi-Sports Games Selection Committee:

Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

E-mail: secretariat@hkolympic.org

Attn: Secretary of SF&OC International Multi-Sports Games Selection Committee

2) This form should be submitted together with supporting information or documents (including but not limited to a copy of the letter of Selection Committee notifying the decision concerned).

	of the multi-sports Games: Details of the NSA Applying for the Review ("the Applicant")				
ŕ	Name of NSA:				
	Authorized by:(Name of President / Chairperson / Hon. Secretary)				
	Contact Person				
	Name:				
	Position:				
	Telephone (Work): Mobile:				
	Email:				
2)	Decision being reviewed				
	□ replacement due to (injury / other reasons:)				
	☐ request for change of event / adding event for approved nomination ☐ new nomination				
	□ supplementary information for nomination rejected by Selection Committee				
	□ others:				
	Please specify the outcome or relief you are seeking from the review including the name				
	athlete / team / event, details of the decision which you are requesting for review with the date				
	was made, and the nature of the decision (e.g. selection, official quota, injury replacement				
	Please also attach a copy of the decision to this application if applicable.				

3) Supplementary information to support the review

Please list out all the documents attached with this review form one by one.

Document No.	Title of the Document	Ground(s) mentioned in the document
e.g. Appendix I	Medical Report Form of Mr.	Mr. ABC broken his arm on xx Jan 2021 as
	ABC	diagnosed by Doctor EFG.
e.g. Appendix II	Individual Nomination Form of	1. Mr. XYZ ranked 3 rd in 2020 Asian
	Mr. XYZ	Championships (Men's Single) among 10
		participants from 4 different countries /
		regions.
		2. Mr. XYZ is HKSI Elite C Scholarship
		holder.
Appendix I		
Appendix II		
Appendix III		

Date:	Association Chop
To be completed by Secretary, SF&OC International	Multi-Sports Games Selection Committee
Received on:	
Received by hand / email / mail	
Decision made by Selection Committee on	(date) with reasons:

Signed by: ______ Designation: President / Chairperson / Hon. Secretary

Annex V SF&OC Medical Report Form

Name of multi-sports Games:		·
1. Personal Details (To be complete	ed by Athlete)	
Full Name of the athlete (in English)		(in Chinese)
Email:		
Please provide details causing the me	edical issue:	
I consent to authorize my medical doctor and to fulfill the requirement of participating in t		nedical condition and health examination reports to SF&OC nulti-sports Games.
Signature of Athlete:		Date:
		medical doctor engaged by the Athlete)
		d and provide details of treatment made and/ or
planned with health examination repo	ort (if applicable).	
I am of the opinion that	(name of Athle	ete) is / is not* physically / mentally fit to
participate in the above-mentioned	multi-sports Game	s. (* please delete as appropriate)
I hereby declare that the details furnished ab	ove are true and correc	et to the best of my knowledge and belief and I undertake to
inform you of any changes therein immediate	ely. In case any of the al	pove information is found to be false or untrue or misleading
or misrepresenting, I am aware that I may be	e held liable for it.	
Signature:	Date:	
		in Chinese)

3. Coach Judgment (To be completed by Head Coach of NSA) Please state your opinion as how the medical issue may affect the training or competition of the athlete concerned. I am of the opinion that (name of Athlete) is / is not* physically/ mentally fit to participate in the above-mentioned multi-sports Games. (* please delete as appropriate) I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. Signature: _____ Date: _____ Full Name (in English) _____ (in Chinese) ____ Mobile: Email: Submitted by PIC of (Name of NSA) Signature: ___ Full Name (in English) _____ (in Chinese) _____ Date: To be completed by Chief Medical Officer of SF&OC Recommendation: ☐ approve to participate in the multi-sports Games mentioned above ☐ not approve to participate in the multi-sports Games mentioned above

☐ Others: _____

Remarks:

Annex VI

Sports Federation & Olympic Committee of Hong Kong, China APPEAL PROCEDURES

<u>Introduction</u>

The SF&OC International Multi-Sports Games Appeal Panel has been established to hear and determine any dispute on the formation of the delegation to the International Multi-Sports Games pursuant to the SF&OC Articles of Association.

Formation of the Appeal Panel

The formation of the Appeal Panel for a specific International Multi-Sports Games should be formed according to the SF&OC Articles of Association before the commencement of selection procedure for that specific International Multi-Sports Games.

Application

Any appeal against the decision made by the SF&OC International Multi-Sports Games Selection Committee concerning the formation of the delegation shall be filled by the NSA concerned. The NSA shall complete an appeal form (the form can be downloaded from the SF&OC website or via the SF&OC Secretariat) stating the grounds of appeal and shall be submitted via the President / Chairperson / Hon. Secretary of NSA concerned to the Secretariat of SF&OC at least three weeks before the deadline of Entry by Name set by the Organizing Committee or within one weeks from the date of the letter notifying the decision of Selection Committee, whichever date is later. Supporting information or documents shall also be submitted together with the appeal form. Separate appeal form should be used for each appeal case (i.e. for each individual athlete or team). Late appeal application will be accepted but any changes/decision made by the Appeal Panel will be subject to the acceptance of the Organizing Committee / Games host due to late submission.

A fee of HK\$5,000 per case shall be required for any appeal case. Such fee shall be deposited together with the appeal form, which is refundable if the appeal is successful.

Advice of proceedings and filing of other documents

The Secretary of Appeal Panel acknowledges receipt of the appeal and informs the Appeal Panel that an appeal has been received. Generally, the Secretary will manage the communications between parties and the Appeal Panel. The parties may be required to file further documents. The Secretary is available to answer any questions that parties may have concerning the next steps in a proceeding.

The Hearing

The Appeal Panel shall consider if a hearing is necessary, or they can consider the appeal based on the documents submitted.

All parties should attend the hearing on time. Both the NSAs and Selection Committee has the right to have a representative. Additional accompanying attendance is subject to the approval of the Appeal Panel. During the hearing, no photo, sound recording or video taking is allowed without the prior approval of the Appeal Panel.

The proceedings should mainly be conducted in English. If either party wishes to address the Appeal Panel in Chinese or another language, the Appeal Panel must be advised in advance for arrangement.

After all submissions and evidence are presented (whether orally or in writing), the Appeal Panel will confer privately in order to make a decision.

The Appeal Panel decision

The Appeal Panel aims to make decisions that are not only fair and well-reasoned, but also speedy and timely. If appropriate, the Appeal Panel may make an oral decision at the end of the hearing with written explanation to be given afterwards.

In some cases, the Appeal Panel will need further time to consider the matter and will "reserve" its decision. This means it will let the parties know its decision at a later date.

The Appeal Panel shall always release a written decision, which includes an explanation of the reasons for the decision, to all the parties.

NOTICE OF APPEAL

Filing Instructions

1) This form should be completed and filed with the SF&OC International Multi-Sports Games Appeal Panel:

Address: 2/F, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong E-mail: secretariat@hkolympic.org

Attn: Secretary of SF&OC International Multi-Sports Games Appeal Panel

- 2) This form should be submitted together with supporting information or documents (including but not limited to a copy of the letter of Selection Committee notifying the decision concerned).
- 3) A fee of HK\$5,000 per case shall be required for any appeal case. Such fee shall be deposited in the form of a Cheque payable to "Sports Federation & Olympic Committee of Hong Kong, China" together with the appeal form, which is refundable if the appeal is successful.

	Name of NSA: Authorized by: Contact Person Name: Position:	(Name of President / Chairperson / Hon. Secretary)
	Telephone (Work): Email:	Mobile:
2)		for suggesting this appeal should be heard on an urgent basis? □Yes cribe below the reasons why you consider there is urgency in hearing
3)	against, including the d	ne of athlete / team, details of the decision which you are appealing ate it was made, and the nature of the decision (e.g. selection, official nt, etc). Please also attach a copy of the decision to this application.
4)	in the relevant constitu	on which the appeal is brought. These grounds must either be as set out ation, rules or regulations of SF&OC or Selection Criteria set by the Multi-Sports Games Selection Committee for a specific International

5)	Outcome Sought Please specify the outcome or relief you are seeking from the appeal.					
6)	Suspension Application (a) Are you applying to suspend all or part of the decision appealed from pending the hearing of the appeal? □Yes - All □Yes - Part □No					
	(b) If the suspension application only applies to part of the decision, specify the applicable parts					
	(c) If there is urgency in deciding of the suspension application, give the reasons why you consider there is urgency in deciding the suspension application:					
Sig	gned by:	Designation: <u>President / Chairperson / Hon. Secretary</u>				
Da	te:	Association Chop				
o be c	ompleted by Secretary, SF&OC Interna	ntional Multi-Sports Games Appeal Panel				
eceive	ed on:					
eceive	ed by <u>hand / email / mail</u>					
	n made by Selection Committee on	(date):				
ecisio)	midde by Selection committee on					