



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 for upgrading membership of Associate Member

申請升格為準會員的指南

1. The applicant organization must usually have held Observer membership status for not less than five years prior to its application for Associate membership status.
申請團體通常必須在申請準會員資格之前至少擁有五年觀察會員身份。
2. The applicant organization must submit to the Federation its application accompanied by its Articles of Association, the name list of the current and previous Executive Committee and election mechanism.
申請團體在申請升格時必須向本會提交該團體會章、現屆和上屆的執委名單及其選舉機制。
3. The applicant organization must prove that it has held the Annual General Meetings in accordance with the Companies Ordinance in the past five years, and kept the official meeting minutes in a proper manner. The Federation may appoint a representative to attend the upcoming Annual General Meetings of the applicant organization, if necessary.
申請團體必須證明在過去五年均已按《公司條例》召開會員週年大會，並保留有完備的正式會議記錄。如有需要，本會可要求委派代表出席該團體即將召開的週年大會。
4. The applicant organization must prove that it has submitted the audited accounts for each financial year in the past five years in accordance with the Companies Ordinance.
申請團體必須證明在過去五年均已按《公司條例》提交每個財政年度已審核的帳目。
5. The applicant organization must provide to the Federation the following documents / internal documents which should have been approved by the Executive Committee or the Annual General Meeting:
 - (a) Code of Conduct;
 - (b) Procurement Policy;
 - (c) Selection Policy;
 - (d) Appeal Policy;
 - (e) Complaint Policy;
 - (f) Athlete's Guide to Anti-Doping Rules; and
 - (g) Policy and Guidelines on Prevention of Sexual Harassment.



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申請團體必須向本會提供以下已在執行委員會或週年大會會議通過的文件 / 內部文件：

- (a) 行為守則；
- (b) 採購政策及指引；
- (c) 選拔政策；
- (d) 上訴政策；
- (e) 投訴政策；
- (f) 運動禁藥法規運動員指引；及
- (g) 防止性騷擾政策及指引。

6. The applicant organization must provide valid evidence to show that it is affiliated to the International / Asian Federation of the relevant sport.

申請團體必須隸屬相關運動項目的國際/亞洲體育聯會，並提交有效證明。

7. The applicant organization should have organized no less than one international or inter-regional championship / invitational each year in three of the past five years, including participation from no less than 4 countries, and is required to submit the relevant evidence (including event posters, registration forms, competition lists, event souvenir booklets, event photos, results and other documents, etc.) and prove that those competitions are recognized by the relevant International / Asian Federation.

申請團體必須於過去五年內的其中三年，每年舉辦不少於一個地區或國際錦標賽/邀請賽，其中包括不少於 4 個國家的參與，並提交相關證明(包括：活動海報、報名表格、比賽名單、賽事場刊、活動相片、成績及其他文件等)，並需證明該項賽事為相關國際/亞洲體育聯會認可。

8. The applicant organization should have organized no less than one local tournament each year in the past five years and submit the relevant evidence (including event posters, registration forms, competition lists, event souvenir booklets, event photos, results and other documents, etc.).

申請團體所代表的項目必須於過去五年，每年舉辦不少於一個本地錦標賽，並提交相關證明(包括：活動海報、報名表格、比賽名單、賽事場刊、活動相片、成績及其他文件)。

9. The applicant organization should submit the membership list of the past five years to the Federation and the number of registered members each year must not be less than 500. The organization shall furthermore provide the participation rate of members in its activities in the past five years, to demonstrate whether there are sufficient active members. The organization should have at least 70% of active



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members (i.e. members who participate in at least one activity of the organization each year).

If the applicant organization does not have individual members, the applicant organization should list the number of members of each association member to prove that the total number of members of its association members is not less than 500 and provide the membership admission criteria for reference.

申請團體必須向本會提交過去五年的會員名單，每年註冊會員人數不能少於 500 人，並提供該批會員每年參與該團體所舉辦的活動次數，以證明其會員在過去五年曾參與該團體舉辦之活動，及各會員的活躍程度。當中必須不少於 70% 為活躍會員(活躍會員即每年參與最少一次該團體的活動)。

若申請團體沒有個人會員，申請團體需列明各團體會員的會員人數，並提供申請成為其團體會員的制度和入會規則作參考，以證明其團體會員的會員總人數不少於 500 人。

10. The applicant organization should hold at least one coaching seminar and one judging course each year in the past five years and provide a list of registered coaches, referees and relevant evidence of having organized the course.

申請團體必須在過去五年，每年舉辦不少於一個教練研討會和裁判課程，並提供註冊教練、裁判名單及相關課程證明。

11. The applicant organization should have a record of participating in international championships/ regional games/ multi-sports Games and its athletes must have achieved good results. To reflect the good competition results of the applicant organization, it should have received the Incentive Awards or Junior Incentive Awards of the Federation in the past five years.

申請團體應曾參加國際/地區錦標賽/綜合項目運動會比賽，並取得良好成績；以及在過去五年期間均獲得本會獎勵計劃或本會青年獎勵計劃，以反映其比賽的良好成績，並提交相關證明。

12. The applicant organization should attend the Annual General Meetings of the Federation in the past five years and representatives of the applicant organization should have participated in no less than two events organized by the Federation each year during the past five years (e.g. conferences, seminars, overseas exchange programs, Olympism Camps, annual dinners, Get-together parties, etc.).

申請團體必須出席本會過去五年的週年大會，以及申請團體的代表在過去五年期間，每年均參與不少於兩個由本會舉辦的活動(例如：會議、研討會、海外交流計劃、奧林匹克主義體驗營、週年晚宴、聖誕聯歡會等)。



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13. The applicant organization has participated in no less than two mega events organized by the Federation each year during the past five years and provide related evidence (e.g. Hong Kong Sports Stars Awards, Festival of Sport, Olympic Day, etc.).
申請團體在過去五年期間，每年參與不少於兩個由本會舉辦的年度大型活動，並提供相關證明。(例如：香港傑出運動員選舉、體育節、奧運日等)
14. The applicant organization concerned should have made timely payment of the annual subscription fee in the past five years and provide related evidence.
申請團體在過去五年期間準時繳交年度會費，並提供相關證明。
15. The Membership Affairs Committee may exercise its discretion to waive part of the requirement stated in items 7-14, if the applicant organization could provide evidence of their special circumstances and Membership Affairs Committee must elaborate and provide sufficient rationale to the Board of Directors of the Association for approval (e.g. athletes have achieved excellent results in international competitions, no suitable competition venues in Hong Kong, 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 7-14 項之條款，會員事務委員會需向本會董事局詳細闡述及提供充分理據供審批(例如：運動員於國際賽事中取得優秀成績、香港本地未能提供合適的比賽場地等)。
16. In order to ensure that the applicant organization implements high transparency and good corporate governance practices, the applicant organization must have an effective and frequently updated information on their website, the relevant information of the applicant organization for public inspection, including: Organization Structure, list of Board of Directors, Articles of Association, Athlete Selection Policy, Complaints Policy, Appeals Policy, Sports Doping Regulations Athlete Guidelines and Sexual Harassment Prevention Policy and Guidelines, etc. In addition, the applicant organization should have an effective network security system to prevent hacker attacks and data leakage. At the same time, the applicant organization should always remind its athletes, coaches, members and staff to abide by the relevant rules of the Articles of Association of the applicant organization when expressing their opinions online and on social media, so as to prevent their stakeholders from violating the Hong Kong law.
為確保申請團體奉行高透明度以及良好之企業管治常規，申請團體必須具有一個有效及經常更新資訊的網頁，並上載申請團體的相關資訊給公眾查閱，當中包括：團體架構、董事名單、章程細則、運動員選拔政策、投訴政策、上訴政策、運動禁藥法規運動員指引及防止性騷擾政策及指引等。
此外，申請團體應具備有效的網絡保安系統，以防止黑客的攻擊及資料外洩。同時申請團體應時刻提醒其運動員、教練、委員和職員在網上及社交媒體達意見時，切實遵守申請團體《章程細則》內的相關守則，以避免其涉眾觸犯香港法例。