



# 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 organization must submit to the Federation its application accompanied by the applicant organization's Articles of Association, the name list of the current and previous Executive Committee and election mechanism.  
申請團體在申請入會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。
2. The applicant organization must submit to the Federation its application accompanied by the Certificate of Incorporation and Articles of Association as a non-profit-making organization registered under the Companies Ordinance (Cap. 622) to prove that the organization has been registered in Hong Kong for five years or above.  
申請團體在申請入會時必須向本會提交《公司條例》(第 622 章)註冊的非牟利團體文件，並向本會提交其《章程細則》，以證明該團體在香港已成立五年或以上。
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列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 account of 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 the following internal documents to the Federation and a copy of the meeting minutes recording the adoption of such documents at either the Executive Committee Meeting or the Annual General Meeting:



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- (a) The Code of Conduct which is applicable to Executive Committee Members and staff of the applicant organization in the past three years;
- (b) Detailed Procurement Policies and Guidelines of the applicant organization in the past three years;

申請團體必須向本會提供以下內部文件，並提供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），記錄以上文件已獲正式採納：

- (a) 過去三年適用於申請團體所有董事會成員和職員的行為守則；
- (b) 過去三年適用於申請團體的詳盡採購政策及指引。

- 6 The applicant organization must provide to the Federation the following documents which should have been approved by the Executive Committee or the Annual General Meeting:

- (a) Selection Policy;
- (b) Appeal Policy;
- (c) Complaint Policy;
- (d) Athlete's Guide to Anti-Doping Rules; and
- (e) Policy and Guidelines on Prevention of Sexual Harassment.

申請團體必須向本會提供以下文件，而該些文件已在執行委員會或週年大會會議通過：

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

7. The applicant organization must provide valid evidence to confirm that the applicant organization is the sole organization/ body governing the relevant sport in Hong Kong and submits the recognition letter or membership certificate of its International Federation and Asian Federation to the Federation (e.g. certificate / annual fee receipt).

申請團體必須提供證明，其團體為本港發展及管轄該運動的唯一團體，並向本會提交其國際體育聯會及亞洲體育聯會的人會認可信或會員證明（例如：證書/年費收據）。

8. 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



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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。

9. The applicant organization should have organized no less than one local tournament each year in three of 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.)

申請團體必須於過去五年內的其中三年，每年舉辦不少於一個本地錦標，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)。

10. The applicant organization should submit the membership list of the past three years to the Federation and the number of registered members each year must not be less than 300. The organization shall furthermore provide the participation rate of members in its activities in the past three years, to demonstrate whether there are sufficient active members. The organization should have at least 70% of active 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 300 and provide the membership admission criteria for reference.

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，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三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300人。

11. The Membership Affairs Committee may exercise its discretion to waive part of the requirement stated in Items 8-10, 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 or the



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applicant organization has been a member of the Sport for All Confederation of Hong Kong, China Limited for three years and recommended by it, 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 8-10 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或申請團體已成為中國香港群眾體育聯會有限公司會員三年並獲該聯會推薦等)。

12. 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。