



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

## **Terms of Reference of Standing and Non-standing Committees (as at 1/4/2023)**

### **Standing Committees**

1. Finance and Investment Committee
2. Administration and Personnel Committee
3. Membership Affairs Committee
4. Hong Kong Olympic Academy
5. Athletes Committee
6. Hong Kong Sports Stars Awards Organizing Committee
7. Festival of Sport Organizing Committee
8. Olympic Day Organizing Committee
9. Olympic House Management Committee
10. Hong Kong Athletes Career and Education Programme Committee
11. Audit Committee

### **Non-Standing Committees**

12. Independent Steering Committee
13. Election Committee
14. International Multi-Sports Games Selection Committees



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

## **1. Finance and Investment Committee**

- (1) To review the overall budget of the Federation;
- (2) To review the regular financial and investment reports; and
- (3) To formulate the strategic investment plan of the Federation for the approval of the Board of Officers.



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## **2. Administration and Personnel Committee**

- (1) To formulate policies for the administration and personnel management of the Federation;
- (2) To regularly review the Staff Handbook, Procurement Guidelines and other SF&OC internal policies;
- (3) To conduct recruitment exercises in identifying appropriate staff members to serve in the Secretariat and other Offices of the Federation; and
- (4) To recommend suitable staff members of the Federation to local and overseas courses / seminars for staff development purpose.



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## **3. Membership Affairs Committee**

- (1) To formulate overall policy for the SF&OC membership system;
- (2) To formulate overall policy in vetting the membership eligibility of the applicant organizations for the endorsement of the Board of Officers;
- (3) To check and monitor on a half-yearly basis the status of membership applications or membership upgrading;
- (4) To propose any suspension or termination of membership at the General Meeting;
- (5) To endorse the overall plan in granting the Incentive Awards to the National Sports Associations affiliated to SF&OC;
- (6) To organize the annual Incentive Awards presentation ceremony; and
- (7) To handle with any infringements of the Articles of Association of SF&OC, IOC Code of Conduct, Olympic Charter, etc. and to reconcile or arbitrate in any differences which may arise between National Sports Associations or groups.



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## **4. Hong Kong Olympic Academy**

- (1) To formulate the overall policy in planning and organizing the Olympism and related education courses in Hong Kong;
- (2) To monitor the implementation of SF&OC education programme including but not limited to Olympism Education Programme, Olympism Camp;
- (3) To maintain contact with the Education Bureau for the promotion of Olympism; and
- (4) To assess and nominate candidates to attend the appropriate courses organized by the International Olympic Committee and other sports related organizations.



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### **5. Athletes Committee**

- (1) To formulate overall strategic plan in promoting the welfare of Hong Kong athletes;
- (2) To organize activities and events in order to arouse public awareness of the well-beings of serving and retired athletes;
- (3) To represent the rights and interests of athletes and to make related recommendations, including the appointment of arbitrators to the International Council of Arbitration for Sport (ICAS);
- (4) To manage the Scholarship programme under SF&OC;
- (5) To maintain contact with the IOC Athletes' Commission, OCA Athletes' Committee and other athletes' related parties (e.g. the Hong Kong Elite Athletes Association);
- (6) To reach and communicate with athletes and their entourage on a peer-to-peer basis collecting feedback and new ideas from the field of play; and
- (7) To engage actively with initiatives and projects that protect and support clean athletes on and off the field of play.



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## **6. Hong Kong Sports Stars Awards Organizing Committee**

- (1) To formulate the overall plan for the annual Awards;
- (2) To vet the nomination provided by the NSAs; and
- (3) To oversee the actual implementation of the Awards presentation ceremony.



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## **7. Festival of Sport Organizing Committee**

- (1) To formulate the overall plan in organizing the annual Festival of Sport;
- (2) To decide on the allocation of funding to all applicant NSAs; and
- (3) To oversee the actual implementation of the Festival events.



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## **8. Olympic Day Organizing Committee**

- (1) To formulate the overall plan in organizing the annual Olympic Day; and
- (2) To oversee the actual implementation of the Olympic Day events.



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### **9. Olympic House Management Committee**

- (1) To advise the Management Company of Olympic House Limited (MCOHL) on the overall policies of Olympic House operation;
- (2) To advise MCOHL on proper spending of the Government subvention in the operation of Olympic House;
- (3) To advise MCOHL on the measures of environmental protection so as to encourage tenants, hirers, and the sports community in general to be conscious of the goal of sustaining the long term use of a functional sports administration building in a green environment; and
- (4) To make available the facilities and services of Olympic House for use by the public.



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### **10. Hong Kong Athletes Career and Education Programme Committee**

- (1) To understand the genuine needs of elite athletes on education, career and life skills, in particular, for the period upon their retirement;
- (2) To improve the content of the HKACEP to prepare elite athletes for their post-athletic options upon retirement;
- (3) To build up networks of partners / suppliers for successful implementation of the programme, including post-secondary institutions, language course providers and corporate partners;
- (4) To improve the criteria for vetting the applications for the Programme;
- (5) To be responsible for the budget estimation and funding application;
- (6) To monitor budget allocation; and
- (7) To seek opportunities of new sponsorships for HKACEP.



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

## **11. Audit Committee**

- (1) To assist the Board of SF&OC fulfill its corporate governance and overseeing responsibilities of SF&OC, including financial reporting, internal and external audit functions as well as compliance with policies, regulations and relevant legislations;
- (2) To oversee the external audit process:
  - a. To make recommendations to SF&OC on the appointment of external auditors, audit fees and any related matters; and
  - b. To review annual audit report and any matters raised by external auditors.
- (3) To recommend the engagement of any external consultants to conduct review including internal audit activities if necessary; and
- (4) To assist SF&OC in dealing with other relevant risk management and internal control issues.



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### **12. Independent Steering Committee**

- (1) To supervise the working direction of NSA Corporate Governance Team from a strategic perspective, including the endorsement of the overall plan and timeline;
- (2) To monitor the progress of consultation and review exercise on the governance of SF&OC Member Associations;
- (3) To endorse the findings, observations and recommendations in the comprehensive reports to the Government;
- (4) To provide guidance for developing of a code of governance of Member Associations;
- (5) To monitor the setting up of an assessment mechanism to review Member Associations' compliance with the requirements of the Olympic Charter, the Code of Ethics of IOC and Articles of Association of SF&OC, etc. and the implementation of the ICAC's Best Practice Reference;
- (6) To scrutinise and endorse regular progress reports submitted by the NSA Corporate Governance Team to the Board and / or the Government; and
- (7) To ensure SF&OC has conducted necessary follow up actions as recommended in the Director of Audit's Report No. 74.



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### **13. Election Committee**

- (1) To oversee the nomination and election process to ensure that the elections take place in accordance with the Articles of the Federation and the by-laws.
- (2) To scrutinize the election process and the Chairperson of the Committee shall take the chair during the election part of the Annual General Meeting or General Meeting.
- (3) To decide any issue arising from the election and its decision on all matters in relations to the elections shall be final (e.g. the eligibility of a candidate, the validity of a vote, etc.).



## SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

### **14. International Multi-Sports Games Selection Committee**

- (1) To evaluate the nominations of the athletes, team leaders, coaches and related officials from the National Sports Associations for the formation of the Hong Kong, China Delegation taking part in international Multi-sports Games; and
- (2) To review the nominations declined upon receipt of the request initiated by the National Sports Associations.