



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

## Terms of Reference of Standing and Non-Standing Committees (with effect from 2 July 2025)

### Standing Committees

1. Finance and Investment Committee
2. Membership Affairs Committee
3. Hong Kong Olympic Academy
4. Athletes Committee
5. Major Local Events Organizing Committee\*
  - 5.1 Hong Kong Sports Stars Awards Organizing Committee
  - 5.2 Festival of Sport Organizing Committee
  - 5.3 Olympic Day Organizing Committee
6. Olympic House Management Committee
7. Hong Kong Athletes Career and Education Department Committee
8. Audit Committee

### Non-Standing Committees

9. Election Committee
10. International Multi-Sports Games Selection Committee
11. International Multi-Sports Games Appeal Panel
12. Membership Affairs Appeal Panel
13. Membership Disciplinary Committee
14. Organizing Committee of the 2026 Association of National Olympic Committees (ANOC)  
General Assembly

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\* The existing Hong Kong Sports Stars Awards Organizing Committee, Festival of Sport Organizing Committee, and Olympic Day Organizing Committee will continue and remain in operation until the conclusion of their respective events in 2025. The newly established Major Local Event Organizing Committee will take over the responsibilities and functions gradually according to actual circumstances.



# SPORTS FEDERATION & OLYMPIC COMMITTEE OF HONG KONG, CHINA

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

- (1) To oversee the financial planning and management.
- (2) To review the overall budget of the Federation.
- (3) To review the regular financial and investment reports that include issues of income and expenditure, cash for operation, investment and other applicable areas.
- (4) To formulate the strategic financial / investment plan of the Federation for the approval of the Board of Officers.
- (5) To review and recommend policies and guidelines related to financial operation for the approval of the Board of Officers.



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## **2. Membership Affairs Committee**

- (1) To formulate overall policy for the SF&OC membership admission and upgrading 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 endorse the overall plan in granting the Incentive Awards to the National Sports Associations affiliated to SF&OC.
- (5) To organize the annual Incentive Awards presentation ceremony.



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## **3. Hong Kong Olympic Academy**

- (1) To formulate the overall policy in planning and organizing the Olympism and related education programmes / courses in Hong Kong.
- (2) To monitor the implementation of SF&OC education programmes including but not limited to Olympism Education Programme and Olympism Camp.
- (3) To maintain contact with the Education Bureau, local schools, and tertiary institutions for the promotion of Olympism.
- (4) To assess and nominate candidates to attend the appropriate courses organized by the International Olympic Committee and other sports related organizations.
- (5) To advise on the exchange programme organized by the SF&OC either to the Mainland China or other countries.
- (6) To advise the SF&OC on the promotion of the Hong Kong Centre for Olympic Studies.



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### **4. 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 the 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 maintain contact with the IOC Athletes' Commission, OCA Athletes' Committee and other athletes' related parties (e.g. the Hong Kong Elite Athletes Association).
- (5) 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.
- (6) To engage actively with initiatives and projects that protect and support clean athletes on and off the field of play.



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### **5. Major Local Events Organizing Committee\***

- (1) To formulate the overall plan (including publicity) for organizing the annual major local events, including the Hong Kong Sports Stars Awards, Festival of Sport and Olympic Day.
- (2) To approve, endorse and oversee the budgets for the annual major local events, including the Hong Kong Sports Stars Awards, Festival of Sport and Olympic Day.
- (3) To vet the nominations submitted by the National Sports Associations for the Hong Kong Sports Stars Awards.
- (4) To review the event proposals and endorse subsidy allocations to all applicant National Sports Associations for the Festival of Sport.
- (5) To oversee the implementation of the annual major local events.

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## **Existing Organizing Committees**

### **5.1 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.

### **5.2 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.

### **5.3 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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### **6. Olympic House Management Committee**

- (1) To advise the Management Company of Olympic House Limited (MCOHL) on the daily operation of the Olympic House (OH).
- (2) To advise MCOHL on proper spending of the Government subvention in the operation of OH.
- (3) To work closely with National Sports Associations, sports-related organizations and institutions / organizations in the organization of courses or activities of educational and training nature.
- (4) To advise MCOHL on the measures of environmental protection so as to encourage tenants, hirers, and the sports community in general to be more conscious of the goal of sustaining the long-term use of a functional sports administration building in a green environment.
- (5) To make available the facilities and services of OH for use by the public.
- (6) To update the Federation's Board and MCOHL Directors of any significant issues.



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### **7. Hong Kong Athletes Career and Education Department (HKACED) Committee**

- (1) To understand the genuine needs of elite athletes and promote HKACED services related to education, career and life skills, particularly during the transition from serving athletes to retired athletes.
- (2) To continuously enhance the content of the HKACED programmes to prepare elite athletes for their post-sports options upon retirement.
- (3) To build networks of partners for the successful implementation of the programmes, including post-secondary institutions, language course providers and corporate partners.
- (4) To continuously enhance the criteria for vetting applications for the programmes.
- (5) To prepare budgets and funding applications.
- (6) To monitor the execution of the programmes, including budget allocation and ensuring that resources are utilized effectively.
- (7) To seek new sponsorship opportunities for HKACED and promote HKACED services to the public.



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## **8. Audit Committee**

- (1) To assist the Board of SF&OC fulfilling 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.
- (4) To assist SF&OC in dealing with other relevant risk management and internal control issues.



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## **9. 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 an Annual General Meeting or other General Meeting.
- (3) To decide any issue arising from the election and its decision on all matters in relation to the elections shall be final (e.g. the eligibility of a candidate, the validity of a vote, etc.).



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### **10. 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.
- (2) To review the nominations declined upon receipt of the request initiated by the National Sports Associations.



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## **11. International Multi-Sports Games Appeal Panel**

- (1) To hear and determine all issues arising from any matter which is appealed to its pursuant to the International Multi-Sports Games.
- (2) To report to the Board of Officers on all handled cases.



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## **12. Membership Affairs Appeal Panel**

- (1) To hear and determine all issues arising from any matter which is appealed pursuant to Article 59 of the Articles of Association of SF&OC.
- (2) To hear and determine all issues arising from any matter which is appealed pursuant to Membership Disciplinary Committee.
- (3) To provide a written report with decision and follow-up action to the Federation.



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

### **13. Membership Disciplinary Committee**

- (1) To review and direct investigation of allegations of misconduct of National Sports Associations under SF&OC submitted from Corporate Governance Division.
- (2) To identify any fault or deficiency in any practice or procedure adopted by NSAs that has led to or might lead to complaints, and to make recommendations.
- (3) To develop procedures to deal with disciplinary cases.
- (4) To formulate and implement a disciplinary mechanism for acts of serious misconduct.
- (5) To hear disciplinary cases, review evidence and determine appropriate measures or sanctions.
- (6) To provide a written report with decision and follow-up action to the Federation.



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

### **14. Steering Committee of the XXVIII Association of National Olympic Committees (ANOC) General Assembly Hong Kong, China, 2026**

- (1) To advise the Board of SF&OC on the operation of the XXVIII Association of National Olympic Committees (ANOC) General Assembly Hong Kong, China, 2026.
- (2) To serve as the primary contact for facilitating communication with the HKSAR Government and ANOC.
- (3) To make recommendations to the Board of SF&OC and oversee the following matters relating to the event:
  - a. Event planning and logistics;
  - b. Budget preparation and expenditure management;
  - c. Marketing and promotional strategies
  - d. Co-ordination with stakeholders and sponsors; and
  - e. Post-event reporting.
- (4) To advise on any other matters related to the XXVIII Association of National Olympic Committees (ANOC) General Assembly Hong Kong, China, 2026.