



Sport for All Confederation of Hong Kong, China Limited

Athlete Selection Policy & Guideline for Associate Members

Introduction

1. This policy and guideline apply only to the selection and formation of Hong Kong, China delegations organized by the Sport for All Confederation of Hong Kong, China Limited (the Confederation) and 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 Associate Members, the Confederation 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), Asian Federations (AF), Associate Members play a key role in the promotion of their respective sports in Hong Kong. While Associate Members are members of the Confederation, 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. Associate Members are responsible to formulate the guidelines and regulations for such duties.
5. Thus, the Confederation, the Confederation's Associate Members and SF&OC and 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 Associate Members – Depends on the nature of the sports, Associate Members based on their unique selection criteria to select their athletes and officials, then nominate

them for the Confederation's and SF&OC's consideration;

B) Selection handled by the Confederation and SF&OC – the Confederation and SF&OC based on another set of uniform selection criteria to make a decision.

6. For any case out of normal circumstance or not mentioned in this Guideline, the Confederation and 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 the Confederation's and/or SF&OC's website.

Nomination handled by Associate Members (Tier one)

7. Once Associate Members received the invitation from the Confederation and /or SF&OC (Letter of Intention) for a specific Games, Associate Members 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 the Confederation and/or 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 Associate Members for submitting their nomination. Associate Members are required to submit the follow documents to support their nominations and for reference of the Confederation and SF&OC:
 - i. Approved nomination summary and individual form(s) which are endorsed by the President / Chairperson of Associate Members;
 - ii. Selection mechanism, selection Criteria and minimum requirements set by Associate Members;
 - iii. Appeal mechanism set by Associate Members;
 - 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 Associate Members 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 Associate Members 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.

9. Associate Members are required to nominate a person-in-charge (PIC) (e.g. Team Manager, Head Coach, etc.) authorized by the highest authority of each respective Associate Members to act as point of contact and to communicate with the Confederation for all matters related to the participation of the Games.

Selection handled by the Confederation (Tier two)

10. The Confederation International Multi-Sports Games Selection Committee for respective Games (Selection Committee) will be established pursuant to the Confederation's 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 the Confederation's 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 Associate Members and the experience of the representative.
11. Once the Selection Committee is formed, a meeting will be conducted to draw up the specific "Confederation's 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 the Confederation is at **Annex II** for reference.
12. The Confederation will then issue the confirmed specific "Selection Criteria for the respective Games" which included objective and agreed subjective criteria together with nomination forms to Associate Members concerned. The said specific "Selection Criteria for the respective Games" will also be posted on the Confederation's or SF&OC's 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 Associate Members while selecting athletes for respective Games by means of meetings or, in view of time constraint by circular papers. Associate Members 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.
14. Approval / reject letters with reason given will be given to the Associate Members concerned once the decision is made by the Selection Committee. Associate Members 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 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 Associate Members 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 Associate Members 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 Associate Members shall report any significant medical issues of the approved athlete to the Selection Committee via the SF&OC/Confederation Medical Report Form (**Annex V**) within 3 days that the medical issue is discovered.

Appeal for the decision of Selection Committee

18. Should Associate Members consider that the decision made by the Selection Committee violates the relevant constitution, rules or regulations of the Confederation or Selection Criteria set by the Selection Committee for a specific International Multi-Sports Games, they can file an appeal to the Confederation’s 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 Confederation’s Athlete Selection Policy & Guideline shall be reviewed at least once every four years.

(This version was last updated on 1 August 2022)

-END-

**Guidelines and Basic Principles for Selection and Appeal Mechanism
within Associate Members level
(Tier One Selection)**

1. **Associate Members** are required to comply with the requirements and guidelines set by respective Games Organizing Committee, Games Owner (e.g. IOC) and the Confederation / SF&OC while nominating athletes and officials to SF&OC for Games.
2. **Associate Members** 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 **Associate Members** before nomination. These mechanisms should be published at the website of the Associate Members concerned for public viewing in a reasonable and justifiable lead time before the commencement of the selection process by the **Associate Members**.
3. When drawing up **Associate Member'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 **Associate Member's** website. Athletes and relevant parties concerned should be informed of this mechanism (including selection criteria) via official communication channel once they are published at website.
4. Each **Associate Member** 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.
5. **Associate Members** 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.

The Confederation's 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), the Confederation and SF&OC.

Athletes Selection Criteria can be divided into objective criteria (same for each multi-sports 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 **Associate Members** who possess the following outstanding results in previous international competitions shall automatically 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 automatically be selected. While for team only sports, only if the **Associate Member**'s previous team fulfilled the above shall automatically 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 at least half or above among the total number of participants;
 - b) considering team strategy, if half or more 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.

**XXX multi-sports Games
Individual / Team Nomination Form**

Name of Athlete / Team (Both English & Chinese): _____ **Sex:** _____
HKSAR Passport holder: _____ **Yes / No** _____ **Age:** _____

I hereby declare that I have read thru the Athlete Selection Policy & Guideline of the Sport for All Confederation of Hong Kong, China Limited and accept to be nominated by Associate Member to the captioned Games.

Signature of Athlete / Team representative _____

Proposed entry in XXX multi-sports Games	Performance details with supporting documents							
	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 Games (e.g. Olympic Games, Asian Games etc.) / WC – World Championship / AC – Asian Championship # Latest competition date should be listed first.

** One sheet for each athlete / team (Please supplement with separate sheet/s if necessary)

Signature: _____

Name of Associate Member’s President/ Chairman: _____

Association: _____

Associate Member’s chop

NOTICE OF REVIEW

Filing Instructions

- 1) This form should be completed and filed with International Multi-Sports Games Selection Committee of the Sport for All Confederation of Hong Kong, China Limited:
Address: Room 1032A, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay,
Hong Kong E-mail: secretariat@sportforallhk.org
Attn: Secretary of International Multi-Sports Games Selection Committee of the Sport for All Confederation of Hong Kong, China Limited
- 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).

Name of the multi-sports Games: _____

1) Details of the Associate Member Applying for the Review (“the Applicant”)

Name of **Associate Member:** _____

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 of athlete / team / event, details of the decision which you are requesting for review with the date it 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.

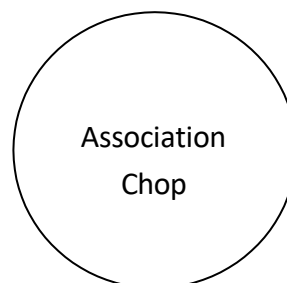
3) **Supplementary information to support the review**

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
<i>e.g. Appendix I</i>	<i>Medical Report Form of Mr. ABC</i>	<i>Mr. ABC broken his arm on xx Jan 2021 as diagnosed by Doctor EFG.</i>
<i>e.g. Appendix II</i>	<i>Individual Nomination Form of Mr. XYZ</i>	1. <i>Mr. XYZ ranked 3rd in 2020 Asian Championships (Men's Single) among 10 participants from 4 different countries / regions.</i> 2. <i>Mr. XYZ is HKSI Elite C Scholarship holder.</i>
Appendix I		
Appendix II		
Appendix III		

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

Date: _____



To be completed by Secretary, International Multi-Sports Games Selection Committee of the Sport for All Confederation of Hong Kong, China Limited

Received on: _____

Received by hand / email / mail

Decision made by Selection Committee on _____ (date) with reasons:

Name of multi-sports Games: _____

1. Personal Details (To be completed by Athlete)

Full Name of the athlete (in English) _____ (in Chinese) _____

Email: _____ Mobile: _____

Event(s) approved by the Selection Committee: _____

Please provide details causing the medical issue:

I consent to authorize my medical doctor and NSA to disclose my medical condition and health examination reports to SF&OC to fulfill the requirement of participating in the above mentioned multi-sports Games.

Signature of Athlete: _____ Date: _____

2. Medical Judgment (To be completed by qualified medical doctor engaged by the Athlete)

Please state the medical condition of athlete concerned and provide details of treatment made and/ or planned with health examination report (if applicable).

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) _____

Email: _____ Mobile: _____

3. Coach Judgment (To be completed by Head Coach of Associate Member)

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) _____

Email: _____ Mobile: _____

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Submitted by PIC of _____ (Name of Associate Member)

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:

Sport for All Confederation of Hong Kong, China
APPEAL PROCEDURES

Introduction

The Confederation's 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 Confederation's 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 Confederation's 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 Confederation's International Multi-Sports Games Selection Committee concerning the formation of the delegation shall be filled by the Associate Member concerned. The Associate Member shall complete an appeal form (the form can be downloaded from the Confederation's website or via the Confederation's Secretariat) stating the grounds of appeal and shall be submitted via the President / Chairperson / Hon. Secretary of Associate Member concerned to the Secretariat of the Confederation 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 Associate Member 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 Chinese. If either party wishes to address the Appeal Panel in English 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 International Multi-Sports Games Appeal Panel of the Sport for All Confederation of Hong Kong, China Limited:
Address: Room 1032A, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
E-mail: secretariat@sportforallhk.org
Attn: Secretary of International Multi-Sports Games Appeal Panel of the Sport for All Confederation of Hong Kong, China Limited
- 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 “Sport for All Confederation of Hong Kong, China Limited”
- 4) together with the appeal form, which is refundable if the appeal is successful.

1) **Details of the Associate Member Appealing (“the Appellant”)**

Name of Associate Member: _____

Authorized by: _____ (Name of President / Chairperson / Hon. Secretary)

Contact Person

Name: _____

Position: _____

Telephone (Work): _____ Mobile: _____

Email: _____

2) **Urgency**

Are there any grounds for suggesting this appeal should be heard on an urgent basis? Yes
 No If yes, please describe below the reasons why you consider there is urgency in hearing the appeal.

3) **Decision being appealed**

Please provide the name of athlete / team, details of the decision which you are appealing against, including the date it was made, and the nature of the decision (e.g. selection, official quota, injury replacement, etc). Please also attach a copy of the decision to this application.

4) **Grounds of Appeal**

Specify the grounds upon which the appeal is brought. These grounds must either be as set out in the relevant constitution, rules or regulations of Sport for All Confederation of Hong Kong, China Limited or Selection Criteria set by the Confederation’s International Multi-Sports Games Selection Committee for a specific International Multi-Sports Games.

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?

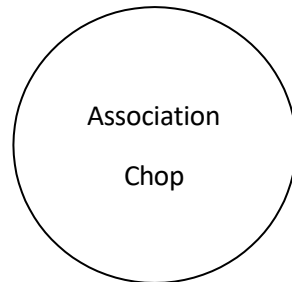
- Yes - All
- Yes - Part
- No

(b) If the suspension application only applies to part of the decision, specify the applicable part:

(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:

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

Date: _____



To be completed by Secretary, International Multi-Sports Games Appeal Panel of the Sport for All Confederation of Hong Kong, China Limited

Received on: _____

Received by hand / email / mail

Decision made by Selection Committee on _____(date):

