

# **Internal Regulations of the University Sports Federation of Hong Kong, China Limited**

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## **1. SUBSCRIPTION**

### **Membership Fee**

Each member shall pay an annual membership fee. The amount will be decided at the Annual General Meeting. This subscription shall be valid for 12 months from September through August of the following year.

### **Competition Entry Fees**

Entry fees for any competition must be paid in full prior to the competition date as prescribed by the Council. Members who fail to pay the entry fees will not be allowed to compete in that competition. The fees for each competition will be determined at the Annual General Meeting.

## **2. STRUCTURE and COMMITTEES**

The Federation shall have three permanent committees namely a Council, an Executive Committee, and an University Games Committee.

The Council may form other sub-committees on specific functions from time to time and on ad hoc basis.

### **Council**

- (a) The Council is the board of directors and the Council members are the directors of the Federation as defined in the Company Ordinance.
- (b) The power, responsibility and conduct of the directors are governed by the Company Ordinance.
- (c) The Company Ordinance has given the Directors all the power they need to manage the Company/Association.
- (d) The Council shall have a Chairman and a Secretary to be elected annually at the Council Meeting by showing of hands of Council members attending the Council Meeting and by a simple majority. No proxy shall be accepted. They shall retire from office at the next Council Meeting but shall be eligible for re-election.
- (e) The Council Chairman is the official representative of the Federation.

### **Executive Committee**

The local competitions/events and daily operational matters of the Federation shall be managed by the Executive Committee. Each member institution shall appoint a full-time Physical Education staff member or sport professional to serve on the Executive Committee. The Chairman and office bearers of the Executive Committee shall hold office for a term of 2 years but shall be eligible for re-election.

- (a) The Executive Committee shall have a Chairman, a Secretary, a Treasurer, an Internal Auditor, a Public Relations Officer, a Resource Officer

Chairman

The Chairman of the Executive Committee shall be appointed by the Council Chairman. The Chairman shall coordinate local sports activities of the Federation; act as the representative of the Federation (in the absence of the Council Chairman and/or his delegate) in all its external and internal matters; and carry out all decisions which are passed by the Council.

Secretary

The Secretary shall be responsible for the handling of all the Federation's correspondence and the keeping of all records and minutes of meetings.

Treasurer

The Treasurer shall be responsible for budget planning and management of the account of the Executive Committee.

Internal Auditor

The Internal Auditor shall be responsible for the checking of the accounts of the Federation.

Public Relations Officer

The Public Relations Officer shall be responsible for the preparation of press releases and other public relation on matters concerning the Federation.

Resource Officer

The Resource Officer shall be responsible for the stock keeping of the resources of the Federation.

- (b) Convenor(s)

Convenor(s) for every competition/event shall be appointed by the Executive Committee. The Convenor(s) shall be responsible for the planning and efficient running of that competition/event.

- (c) Meetings
- i. The Executive Committee shall meet once every month or more often during the competition season as the Chairman may determine. The quorum shall consist of not less than one half of members.
  - ii. All Convenors shall meet with the Executive Committee at least twice in a year, before and after the Inter-varsity competitions, normally in September and May. The dates shall be determined by the Chairman of the Executive Committee.
- (d) Regulations
- i. The Executive Committee shall reserve all rights to amend any regulations pertaining to all competitions.
  - ii. If applicable, all competitions shall adopt the most recent international rules and regulations.

### **University Games Committee**

The core business of the University Games Committee is to formulate policy, solicit funding, and co-ordinate participation in various non-local University Games and Championships (mainly organized by International University Sports Federation, Asian University Sports Federation and Federation of University Sports of China).

The Committee shall be responsible for appointment and/or selection of team officials and athletes to represent the Federation in various university competitions under the name of “Hong Kong, China” or “Hong Kong”.

Members of the Committee shall hold office for a term of two years but shall be eligible for re-appointment.

- (a) The University Games Committee shall have a Chairman and a Secretary.

#### **Chairman**

The Chairman of the University Games Committee shall be appointed by the Council Chairman. The Chairman shall coordinate activities of competitions/events between overseas and Hong Kong and hold the meetings.

#### **Secretary**

The Secretary of the University Games Committee shall be appointed by the Chairman of the Committee. The Secretary shall be responsible for handling of all the Committee’s correspondence, minutes of meeting and preparation of reports.

#### Member

Each member institution shall nominate a maximum of one senior staff member to serve the University Games Committee. Members shall be responsible for planning and efficient running of all matters related to the University Games Committee.

#### (b) Meetings

The University Games Committee shall meet once every quarter or more often as the Chairman deem necessary. The quorum shall consist of not less than one half of members.

#### Sub-Committees

The Council Chairman may appoint Sub-Committees for such purpose as may be deemed advisable.

### 3. ELIGIBILITY OF STUDENT PARTICIPANTS

- (a) students from **17-28** years of age
- (b) All **full-time** postgraduate and undergraduate/associate degree/higher diploma or equivalent students of member institutions are eligible to compete in the Inter-varsity competitions.
- (c) The Council shall reserve all rights on determining a student's eligibility.

### 4. COMPETITION APPEAL BOARD

- (a) Any appeal must be in writing and shall be submitted to the Convenor of that competition within 72 hours of the incident (excluding Saturday, Sunday and public holidays).
- (b) An appeal fee of HK\$1,000 together with a letter setting out the grounds of appeal must be submitted before the appeal can be considered. The appeal fee shall be refunded should the decision be in the favour of the appellant.
- (c) An appeal shall be heard within 14 days after it has been received in writing.
- (d) Notice of appeal must be signed either by Council Members or Executive Committee Members of the institutions making the appeal
- (e) A minimum of 3 members of the Appeal Board shall be appointed by the Council.
- (f) The decision of the Appeal Board shall be final.

## **5. DISCIPLINARY MATTERS**

- (a) The Disciplinary Board, appointed by the Council, shall be in charge of all disciplinary matters.
- (b) Violation of Federation's Rules and Regulations could lead to a temporary or indefinite suspension of member institutions.
- (c) Convenors for competitions shall report to the Disciplinary Board any infraction of rules within 7 days of the incident. The Council Chairman shall consider this report within the following 7 days.