



Selection Criteria of Athletes for USFHK Representative Teams (Updated as at 26 June 2025)

1. Background

Apart from promoting university sports competitions and events locally, the University Sports Federation of Hong Kong, China (USFHK) is also the recognized body for sanctioning athletes in participating regional and international events organized and/or authorized by The International University Sports Federation (FISU), the Asian University Sports Federation (AUSF) and Federation of University Sports of China (FUSC).

2. Selection Procedures

2.1 Type of Sports

2.1.1 Regular or Championship Sports

For sports that are USFHK's Regular or Championship Competitions, USFHK would recruit and appoint Head Coach to initiate the athletes' selection process, oversee by University Games Committee (UGC) of USFHK.

2.1.2 Non-Regular or Championship Sports

For sports that are non USFHK's Regular or Championship Competition events, USFHK would invite relevant NSA to nominate athletes who would fulfil the criteria set by FISU/AUSF/FUSC/respective organizing committees. Respective NSA is fully responsible for the whole selection procedures.

2.2 Number of Athletes

The number of athletes to be selected, including reserve athletes, is determined based on available funding, event quota restrictions, and athlete competitiveness.

2.3 Replacement of Athletes

If the selected athlete is unable to meet the required standards, he/she decided to withdraw from participation or for any reasons making him/her unable to take part in the event, his/her place can be filled by the best alternative athlete as selected by result but it is subject to the nomination by the respective Head Coach and the decision by UGC or an alternative selection can be arranged as proposed by the respective Head Coach and decided by the UGC.

2.4 Removal of Athletes

A selected athlete may be removed for any of the reasons, but not limited to the following:

2.4.1 A voluntary withdrawal takes place. If an athlete decides to voluntarily withdraw from the event or from the team, he/she shall submit a written letter to USFHK before the commencement of the event;

2.4.2 If he/she is not able to maintain his/her competitiveness in the event due to injury or illness which is assessed by a registered medical practitioner appointed by UGC;

2.4.3 If he/she has been absent at a specified percentage of mandatory training sessions/courses without reasonable explanation;

2.4.4 An athlete who violates any of the applicable rules, regulations or Codes of Conduct issued by the event owner, USFHK, SF&OC, World Anti-Doping Agency ("WADA") and other related organizations; or

2.4.5 If an athlete fails an anti-doping test, he/she may stay in the team until: (i) he/she is

subject to a ban after a hearing is conducted by WADA; (ii) he/she voluntarily accepts the suspension or sanction of ineligibility; or (iii) he/she voluntarily steps down from the nomination.

2.5 Retention of Selection Documents

The retention period for all documents relating to the selection procedures is 5 years after the announcement.

2.6 Feedback Collection

USFHK collects feedback on athlete selection from stakeholders (member institutions and NSAs) post-event via an online and anonymous "Athlete Selection Feedback Form" recording the event and designation. Stakeholders may provide contact information for follow-up. For inquiries, contact USFHK at info@usfhk.org.

2.7 Announcement of Selection Results

The selection results will be uploaded to the USFHK website concurrently with the issuance of the appointment letter to the selected athlete(s), typically within two weeks of the decision. The results will be updated to reflect any changes, including the addition of new selected athlete(s). Additionally, the UGC will notify the selected athlete(s) of the selection results via email.

3. General Selection Criteria

To prepare USFHK Representative Team, an open, fair and just selection, supervised by the respective Team's appointed Head Coach or relevant NSA, will be conducted at around 3 months prior to the commencement of the competitions or games. Apart from general conditions relating to age, sex and nationality set by FISU/AUSF/FUSC/respective organizing committees, and participation conditions imposed by subvention criteria of the Leisure and Cultural Services Department, UGC and respective Head Coach / NSA may set up special tailor-made Selection Criteria. Selection criteria are reviewed every two years to ensure ongoing relevance and effectiveness. All member institutions will be officially informed of the selection results.

3.1 Relaxation of Entitlement

The University Games Committee may relax entitlement criteria for athlete selection or participation in games in exceptional circumstances, such as when an athlete demonstrates notable potential, skills, or remarkable performance capable of achieving high-level standards or outstanding results. Relaxations may include, but are not limited to, adjustments to qualifying periods/events or other selection criteria. Such decisions shall be subject to the USFHK's available resources and prevailing circumstances. All relaxations must be justified, documented, and approved by the UGC to ensure fairness and transparency, enabling talented athletes to represent their sports and Hong Kong in competitions.

4. Selection Appeal Procedure

4.1 Any athlete adversely affected by a selection decision, or by the selection process, shall have the right to appeal subject to the terms and conditions set out below. A selection decision cannot be appealed simply because an athlete does not like or agree with it. There must be clear and sufficient grounds for the appeal. For example:

- a) Failure to follow agreed policies or procedures.
- b) Decisions made on the basis of bias or lack of neutrality.
- c) Exercise of discretion for an improper purpose.
- d) Promotion of a decision that was grossly unfair.

4.2 Appeal Process

- 4.2.1 An athlete wishing to appeal against a selection decision should, in the first instance, take the matter up with the representative of NSA or respective USFHK member institutions. Where the issue cannot be resolved, a formal written appeal should be drawn to the attention of the UGC via Council member for further consideration.
- 4.2.2 A written appeal shall be made by the respective UGC member and shall be accompanied by a deposit of HK\$1000. This sum shall be refunded if the appeal is upheld but otherwise shall be forfeited to USFHK.
- 4.2.3 Where the UGC accepts that there are sufficient grounds for an appeal, they shall refer this to the USFHK Council who will appoint a Selection Appeals Panel (the Panel) to consider the case (where possible within 7 working days). The Panel shall include a Chairman and two other members, selected subject to no conflict of interest, their independence, and their relevant high-performance expertise. The Panel may, where appropriate, include any high-performance coaches of relevant sport provided they have not directly taken part in the decision being appealed. The Panel must include at least one Council/UGC member but may also include other persons with relevant knowledge/expertise.
- 4.2.4 The appeal process shall be confidential and shall involve hearings or statements from only those parties to which the appeal applies. The majority decision of the Panel shall be final and binding and shall be provided in writing to the relevant parties (where possible within 7 working days). The Panel Chairman shall have the casting vote in the case of a split decision. A copy of the decision may also be provided to relevant HKSAR sports authorities, the Sports Federation and Olympic Committee of Hong Kong, China, and the Hong Kong Sports Institute if appropriate.

4.3 Required Documents for Lodging an Appeal

Appellants are required to submit the following documents in order to lodge the appeal:

- a) A written request of appeal and/or statement on issues under appeal;
- b) Any supporting document that can prove the appeal eligibility of the appellant;
- c) Any evidence that can be cross validated by the witness; and/or
- d) Contact information of the witness.

4.4 Appeal Proceedings

- 4.4.1 The Appeal Panel will examine any necessary documents and information (e.g., trial event results, ranking records and recognized results for athlete selection/documents submitted for membership applications, etc.), review the appeal in accordance with set down criteria used during the process together with information obtained from the hearing.
- 4.4.2 The Appeal Panel may also make reference to the decision made on past appeal cases of similar nature as supporting information during decision-making process.
- 4.4.3 If the Appeal Panel decides to conduct a hearing, USFHK shall issue a hearing notice with the detailed information to the appellant via email or by post or any other applicable method at least five or more working days before the hearing date.
- 4.4.4 Decision and follow-up actions, if any, will be made by a majority decision or consensus. The Appeal Panel should timely report the decision and/or follow-up actions to the Council Chairperson, with a copy sent to the UGC Chairperson, within seven working days following the Appeal Panel meeting. The decision made is a final decision and will be announced to the appellant in accordance with the time pledge.
- 4.4.5 The Appeal Panel should record the decision-making date, voting result, all salient points in the discussion, views of each panel member, reasons for the decision and relevant issues etc. in either written or electronic formats for retention and future reference.

4.5 Retention of Appeal Documents

The retention period for all documents relating to the appeal document is 5 years after the announcement.

4.6 Personal data collection

The USFHK is committed to handle all personal information obtained during the appeal process in compliance with the Personal Data (Privacy) Ordinance.

4.7 Feedback on Appeal Mechanism

For feedback on the appeal mechanism, please contact info@usfhk.org.