

THE KARATEDO FEDERATION OF HONG KONG, CHINA LIMITED

SELECTION OF BEST KARATE ATHLETE

Purpose

1. Together with other National Sports Associations, the Karatedo Federation of Hong Kong, China Limited (the “Federation”) receives invitations from different sponsors to nominate members of the Federation to receive awards in recognition of their achievements and other athletic attributes in karate.
2. This policy sets out the selection criteria to be adopted for the following recurrent awards. It was approved by the General Committee (“GC”) of the Federation on [9-July-2019](#).
3. The GC of the Federation has the authority to refine and amend this policy to suit changes in circumstances, and to devise new selection criteria for other awards of a similar nature.

Composition of the Selection Committee

4. The Selection Committee consists of five persons: (i) Coaching Director as the Chairman of the Selection Committee, (ii) a coach designated by the Coaching Council; (iii) Referee Director or his/her authorised representative, (iv) Tournament Director or his/her authorised representative, and (v) a karate coach from the Hong Kong Sports Institute. They are required to sign the Declaration of Conflict of Interest form (Attached in Code of Conduct).

Selection Criteria

5. To enhance transparency and objectivity in the selection process, the assessment on athletes will be quantified. Each selection committee member will give a score for each candidate and all members’ scores will be treated equally. Weighting will be assigned to for each selection criterion. The athlete with the highest total score will be nominated.
6. The selection criteria for the Hong Kong Sports Stars Awards (香港傑出運動員) are:
 - a. achievements in overseas tournaments in the past 12 months as per the Elite Vote Score sheet adopted by the Hong Kong Sports Institute;
 - b. training performance (such as sportsmanship, dedication, positive attitude),
 - c. the opinion of Head coach/Related coach from the Hong Kong Sports Institute.

7. The selection criteria for the Hong Kong Most Promising Sports Stars Awards (香港最具潛質運動員) are:
 - a. overall achievements in the World Karate Championships and the Asian Karate Championships in the past 3 years;
 - b. demonstration of an improving trend in achievements;
 - c. the opinion of Head coach/Related coach from the Hong Kong Sports Institute.

8. The selection criteria for the Hong Kong Sportsmanship Stars Award (最具體育精神運動員)
 - a. exemplification of the “karate-do spirit”;
 - b. current achievements;
 - c. the opinion of Head coach/Related coach from the Hong Kong Sports Institute.

9. The assessment will be endorsed by the General Committee and approved by the Chairman.

10. An appeal is allowed to submit to the General Committee of the Federation. GC will consult the Advisory Group (*Re. Appendix-1*) before making the decision. If members are not the members of KFHKCL and they will make the advice and recommendation to the GC of Federation after review.

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Advisory Group

- (1) Nature of Group: external
(2) Tenure: 01 January 2019 until 2022 AGM
(3) Estimate meeting frequency: as-and-when-required basis

(4) List of members

- Membersⁱ: (1) To be confirmed
(2) To be confirmed
(3) To be confirmed
(4) To be confirmed
(5) To be confirmed

Secretary: Mr. James Lee (Legal Advisor of the Federation)

(5) Terms of Reference

1. To advise the Management of the Federation based on the Policies, and Articles of Association of the Federation.
2. To set up the Final Appeal Panelⁱⁱ (if necessary) for making advice after review the objection to the decision of Complaint or Appeals Panel of the Federation.
3. To provide a written report with advice and recommendation to the GC of the Federation.

Note:

- i. Two Observers should be included in this Advisory Group.*
- ii. When the General Committee receives an objection to the decision of Complaint or Appeals Panel of the Federation, the GC shall nominate three persons from the above list to hear the appeal, having regard to their availability and conflict of interest.*

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Observers

- (1) Nature: Two Independent Third Persons
[Nominated by Sports Federation and Olympic Committee of Hong Kong, China (“SF&OC”)]
- (2) Tenure: Until the membership with SF&OC has been reinstated in full
- (3) Name:
 1. To be confirmed
 2. To be confirmed
- (4) Terms of Reference
 1. No voting rights on any of The Karatedo Federation of Hong Kong, China Limited’s (the “Federation”) affairs.
 2. To give advice and recommendation to the General Committee of the Federation (“GC”) in accordance to the Policies, and the Articles of Association of the Federation.
 3. To be authorized to sit in all meetings (including but not limited to GC Meeting and all Committee Meetings) and activities (including all selection competitions) of the Federation. The Federation must give a copy of the notice of meeting or any other document to the Observers by email at the same time as the notice or any other document is given to the relevant Committee Members.
 4. To be included in the Advisory Group (*Re. Appendix-1 of Appeal Policy*) for making advice and recommendation to GC.
 5. To access documents (including internal and external reports) of the Federation;
 6. To monitor the implementation of the Federation’s programmes with the principle of impartiality, fairness and transparency.
 7. To comply with the Personal Data Privacy and Access Guideline.
 8. To keep confidential of all Restricted Information of the Federation and shall only use such information for the sole purpose of matters in relation to the membership of SF&OC, and not for any other purpose without the prior written consent of GC.
 9. Each Observer warrants that he/she will not, without the prior written consent of GC, disclose directly or indirectly any Confidential Information obtained from or through the Federation to any third parties.

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Declaration of Conflict of Interest

Part A – Declaration *(To be completed by Declaring Member)*

To: *Chairman/Director* of the General Committee/_____ Council**

I would like to report the following existing/potential* conflict of interest situation in relation to the discussion item: -

i) Matter to be discussed/ involved
ii) Brief description of my connection with the matter in (i) above

Name:

Date:

Part B – Acknowledgement *(To be completed by Chairman/Director*)*

To:

Acknowledgement of Declaration

The information contained in your declaration form of _____ is noted. It has been decided that: -

- You may continue to speak and vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may continue to speak but should not vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may remain in the meeting as an observer on the matter as described in Part A, provided that there is no change in the information declared above.
- You should withdraw from the meeting and immediately return to the secretary any documents regarding the matter sent to you earlier.
- You should refrain from performance or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- Others (please specify) : _____

Date:

Chairman / Director*

**Please delete as appropriate*