



中國香港殘疾人奧委會
CHINA HONG KONG
PARALYMPIC COMMITTEE



中國香港殘疾人奧委會有限公司

China Hong Kong Paralympic Committee Limited

新會員申請指引

General Guidelines of Applying for HKPC Membership

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A. 前言 Introduction

中國香港殘疾人奧委會有限公司（以下簡稱「本會」）設立會員制度，旨在確保本地殘疾運動發展有序、持續及符合國際標準。本制度旨在平衡公開透明、公正公平與組織自主性及專業判斷，以確保每一會員均能切實促進本地殘疾運動、培育運動員及維護體育誠信。 China Hong Kong Paralympic Committee Limited (hereinafter referred to as “HKPC”) has established a membership system to ensure that the development of disability sports in Hong Kong is orderly, sustainable, and aligned with international standards. This system balances transparency, fairness, and organizational autonomy with professional judgment to ensure that each member effectively promotes local disability sports, nurtures athletes, and upholds sports integrity.

本會訂立會員申請及評審程序的原則如下：The principles for HKPC’s membership application and evaluation procedures are as follows:

1. 合法性與合規性 Legality and Compliance

申請機構須為依法註冊的合法實體，並符合本會規定的基本法律及財務要求。

Applicant organizations must be legally registered entities and comply with HKPC’s basic legal and financial requirements.

2. 代表性與貢獻 Representativeness and Contribution

申請機構應能代表其運動項目在地區及國際範疇的發展或正致力推廣及發展殘疾人體育項目，並對運動員培育、比賽參與及社區推廣作出實質貢獻。

Applicant organisations should represent the development of their respective sports at both local and international levels, or be actively engaged in the promotion and development of para sports, and make tangible contributions to athlete development, competition participation, and community promotion.

3. 治理及管理 Governance and Management

申請機構須具備健全之組織架構及管治機制，包括董事會 / 執行委員會運作、內部規章、會員管理及財務透明度。Applicant organizations must have sound organizational structures and governance mechanisms, including the operation of the Board/Executive Committee, internal regulations, membership management, and financial transparency.

4. 公平與透明 Fairness and Transparency

所有會員申請均依統一標準及程序審核，申請結果將公平公正地作出，並保留合理上訴機制。All membership applications are reviewed according to uniform standards and procedures, and decisions are made fairly. A reasonable appeal mechanism is available.

5. 持續發展與專業性 Sustainability and Professionalism

申請機構應展現長遠發展計劃、運動員訓練及參賽安排，並持續提升專業水平及運動發展能力。Applicant organizations should demonstrate long-term development plans, athlete training and competition arrangements, and continuous improvement in professionalism and sports development capabilities.

本前言作為會員申請指南之總綱，申請者及相關委員會須遵循此原則辦理所有申請事宜。This introduction serves as the overarching framework for the membership guidelines. Applicants and relevant committees must adhere to these principles in all membership matters.

B. 會員類別 Membership Categories

正式屬會會員 Ordinary Member

準會員 Associate Member

C. 申請程序 Application Procedures

1. 申請成為本會會員的機構，可根據本指引所列之資格及要求，申請成為正式屬會會員或準會員。Organizations wishing to become members of the China Hong Kong Paralympic Committee (HKPC) may apply for Ordinary or Associate Membership in accordance with the eligibility criteria and requirements set out in this guideline.
2. 申請機構須按照相關指引，填妥申請表格，並連同所有所需的證明文件，一併提交至本會秘書處。Applicants must complete the application form and submit it together with all required supporting documents to the HKPC Secretariat in accordance with the relevant guidelines.
3. 秘書處在收到新會員申請後，將進行初步審視，以核實所提交文件的完整性及適切性，並一般於十四個工作天內向申請機構發出確認通知。Upon receipt of a new membership application, the Secretariat will conduct a preliminary review to verify the completeness and suitability of the submitted documents, and will normally issue an acknowledgment to the applicant within fourteen working days.
4. 如申請文件不齊備或資料不足，申請機構須於本會指定期限內補交所需資料；否則，有關申請可能不獲進一步處理。If the submitted documents are incomplete or insufficient, the applicant must provide the required information within the deadline set by HKPC; otherwise, the application may not be processed further.

5. 所有新會員申請將由秘書處於三個月內向本會董事局作出匯報，以供董事局知悉及指示。All new membership applications will be reported by the Secretariat to the HKPC Board of Directors within three months for their information and guidance.
6. 在董事局完成初步審閱後，秘書處將把申請資料提交至會籍審批委員會，並通常於下一次會籍審批委員會會議（一般於六個月內）作進一步評估。委員會可按需要與申請機構會面，或要求提交補充資料，以完成審核程序。After the Board' s preliminary review, the Secretariat will forward the application to the Membership Review Subcommittee for further evaluation, usually at the next committee meeting (normally within six months). The subcommittee may meet with the applicant or request additional information as necessary to complete the review.
7. 會籍審批委員會完成評估後，將於三個月內向董事局提交建議，以供董事局考慮及作出決定。Upon completion of the evaluation, the Membership Review Subcommittee will submit its recommendation to the Board within three months for consideration and decision.
8. 董事局可就會員申請作出以下決議：The Board may make one of the following decisions regarding the membership application:
 - （一）接納申請；Accept the application;
 - （二）擱置申請（待提供進一步資料或作觀察）；或 Defer the application (pending additional information or observation); or
 - （三）拒絕接納申請。Reject the application.
9. 秘書處將於董事局作出決議後，一般於四星期內以書面形式通知申請機構有關結果。The Secretariat will normally notify the applicant in writing of the Board' s decision within four weeks after the decision has been made.
10. 本會保留不時檢討、修訂及更新會員申請機制、程序及相關要求之權利。HKPC reserves the right to review, revise, and update the membership application mechanism, procedures, and requirements from time to time.

11. 有關會員之權利與責任，以及會籍條款及細則，請參閱本會《章程細則》。For members' rights and responsibilities, as well as membership terms and conditions, please refer to the HKPC Articles of Association.
12. 如有就以上任何查詢，請聯絡本會秘書處。For any inquiries regarding the above, please contact the HKPC Secretariat.

D. 申請資格 Membership Eligibility

準會員 (Associate Member)

1. 基本申請要求 Basic Requirements

申請團體必須為本地體育總會或組織，現正參與殘疾人體育之發展及推廣工作。不論申請團體是否為相關國際殘疾運動組織在香港之地區唯一代表，均可申請成為本會準會員。Applicant must be National Sports Association or a local organisation which is not a territorial governing body of Para sports but is engaged in promoting and development of sports for the disabled.

2. 法律地位、註冊及成立年期要求 Legal Status, Registration, and Establishment Period

1. 申請機構向本會提交準會員申請，並提供以下文件以供初步審核 Applicants must submit the following documents for preliminary review:
 - 會章 Articles of Association
 - 現屆董事局 / 執行 / 管治架構成員名單及其選舉或委任機制 List of current Board/Executive/Governance members and their election or appointment mechanisms
 - 董事局 / 執行委員會 / 各委員會職權範圍及利益衝突申報資料 Terms of reference and conflict-of-interest declaration of the Board, Executive Committee, and other committees
 - 申請機構須為於香港合法註冊成立之非牟利組織，並根據以下法例註冊《公司條例》(第 622 章) The organization must be a legally registered non-profit entity in Hong Kong under the Companies Ordinance (Cap. 622)
2. 申請機構需證明已在香港合法成立三年或以上，並提交相關註冊文件及章程細則 The organization must have been legally established in Hong Kong for

at least three years, and submit relevant registration documents and articles of association. °

3. 組織運作及管治記錄 Organizational Operation and Governance Record

申請機構須提交文件，以證明過去三年均已按《公司條例》召開會員週年大會，並保留完備的正式會議記錄。本會可要求委派代表列席即將召開的週年大會。Applicants must provide documents to demonstrate that annual general meetings were held according to the Companies Ordinance in the past three years, with complete formal meeting records retained. HKPC may request to appoint a representative to attend upcoming AGM.

4. 財務資料 Financial Information

申請機構須提交過去三年按《公司條例》提交的審核帳目，並證明具備持續資金來源（如會費、資助或贊助）及穩健財政基礎。Applicants must submit audited accounts for the past three years and demonstrate sustainable funding sources (e.g., membership fees, grants, sponsorships) and sound financial foundation.

5. 基本內部政策及守則 Basic Internal Policies and Codes

為確保申請機構具備基本良好管治意識，申請機構須提交以下內部文件，並提供正式會議決議副本（可為董事局／執行委員會或週年大會紀錄）To ensure sound governance, applicants must provide internal documents and formal meeting resolutions (Board/Executive Committee/AGM minutes) for:

- 適用於董事會／委員會成員及職員的行為守則（過去三年）Code of Conduct for Board/Committee members and staff (past 3 years)
- 適用於採購的政策指引（過去三年）Procurement policy (past 3 years)

6. 相關運作及合規政策 Operational and Compliance Policies [可參考本會官網'規則與指引下的員工和董事會成員行為守則]

申請機構須提供並通過董事局 / 執行委員會或週年大會審議的相關文件，包括但不限於 Applicants must provide relevant policies reviewed and approved by the Board/Executive Committee/AGM, including but not limited to: :

- 運動員選拔指引及其上訴處理機制 Athlete selection guidelines and appeal mechanism*
- 禁藥管制指引 Anti-doping policy*
- 防止性騷擾指引 Anti-Sexual Harassment Policy
- 守護兒童政策指引 Child safeguarding policy
- 投訴處理指引 Complaint handling policy
- 保護個人資料私隱指引 Personal data privacy policy
- 平等機會指引 Equal opportunity policy
- 資訊科技及信息安全指引 IT and information security policy
- 處理社交媒體指引和程序 Social media management guidelines

*僅適用於本地體育總會 For National Sports Associations only

7. 體育項目背景 Sports Project Background

申請機構須提供資料，說明其所推動或發展之殘疾人體育項目，包括：Applicants must provide information on the disability sports they promote or develop, including:

- 是否已與相關本地或國際體育組織建立聯繫（如適用）Connections with local or international sports organizations (if applicable)
- 如為本地體育總會並為國際殘疾運動組織之地區唯一代表（如適用）Sole regional representation of an international disability sports organization (if applicable)
- 項目的性質、會務策略及過去和未來 3 至 5 年的發展計劃 Project nature, governance strategy, and past/future 3–5 year development plans。

8. 活動及本地發展紀錄 Activity and Local Development Record

申請機構須向本會提交在過去三年所舉辦活動的詳細資料 (即各級別或類別活動如訓練班、比賽及推廣活動等的名稱、日期及參加人數，並提供經核證的記錄，包括但不限於活動相片、出席記錄、活動宣傳品等) Applicant must provide the details of the programmes organised in the past three years (name, date, venue and number of the participants of varying levels and types, such as training courses, competitions and promotion programmes, as well as audited records, including but not limited to photos, attendance record and publicity materials).

9. 會員基礎 Membership Base

申請機構須提交過去三年的會員名單及相關入會機制，說明會員類別及人數。 Applicants must submit membership lists for the past three years, including membership types and numbers.

10. 酌情處理 Discretionary Handling

會籍審批委員會可因應申請機構的實際情況及發展階段，酌情處理上述部分要求，並可要求申請機構提供補充資料以完成評估。 The Membership Review Subcommittee may exercise discretion based on the applicant' s stage of development, and may request additional information to complete the evaluation.

11. 資訊透明度 Information Transparency

為確保申請團體奉行高透明度以及良好之企業管治常規，申請團體必須具有一個有效及經常更新資訊的網頁，並上載申請團體的相關資訊給公眾查閱，當中包括：團體架構、董事名單、章程細則、運動員選拔政策、投訴政策、上訴政策、運動禁藥法規運動員指引及防止性騷擾政策及指引等。 In order to ensure that the applicant implements high transparency and good corporate governance practices, the applicant must have an effective and frequently updated information on their website, the relevant information of the application for public inspection,

including Organisation Structure, list of Board of Directors, Constitution/ M&A of the organisation, Athlete Selection Policy, Complaints Policy, Appeals Policy, Anti-Doping Rules, Policy and Guidelines in Prevention of Sexual Harassment, etc.

此外，申請團體應具備有效的網絡保安系統，以防止黑客的攻擊及資料外洩。同時申請團體應時刻提醒其運動員、教練、委員和職員在網上及社交媒體達意見時，切實遵守申請團體《章程細則》內的相關守則，以避免其涉眾觸犯香港法例。In addition, the applicant should have an effective network security system to prevent hacker attacks and data leakage. At the same time, the applicant should always remind its athletes, coaches, members and staff to abide by the relevant rules of the Constitution/ M&A of the organization when expressing their opinions online and on social media, so as to prevent their stakeholders from violating the Hong Kong law.

12. 一般條款 General Notes

- 準會員資格不保證自動升格為正式屬會會員，升格需遞交正式屬會會員申請，並經會籍審批委員會評核及董事局審核。Associate Membership does not guarantee automatic elevation to Ordinary Membership; formal application and evaluation by the Membership Review Subcommittee and Board are required.
- 本會保留權利可主動邀請某些準會員機構申請升格為正式屬會會員，但仍需遞交正式屬會會員申請，並接受會籍審批委員會及董事局評核。HKPC reserves the right to invite certain Associate Members to apply for Ordinary Membership, subject to formal submission and review.
- 根據第三部分第五分部第 28(1)條，正式屬會會員加入本會後首九十天內，無權於本會任何會員大會上行使投票權。Pursuant to Part 3 Division 5 Article 28(1), A Member on joining the Committee shall not be entitled to vote at any general meeting of the Committee within the first 90 days of joining the Committee.

- 本會保留就準會員申請之資格、評估準則及程序作出檢討、修訂及更新之權利。
HKPC reserves the right to review and update eligibility criteria, evaluation standards, and procedures for Associate Membership applications.

正式屬會會員 Ordinary Member

1. 基本申請要求 Basic Requirements

申請團體必須提交有效證明為本地體育總會並為國際殘疾運動組織之地區唯一代表; 及 Applicant must be National Sports Association which is a territorial governing body for Para sports; and

申請團體通常必須在申請正式屬會會員資格之前至少擁有三年準會員身份。Typically, applicants must have held Associate Membership for at least three years before applying for Ordinary Membership.

2. 法律地位、註冊及成立年期要求 Legal Status, Registration, and Establishment Period

1. 申請機構向本會提交正式屬會會員申請，並提供以下文件以供初步審核
Applicants must submit the following documents for preliminary review:
 - 會章 Articles of Association
 - 現屆和上屆的董事局 / 執行 / 管治架構成員名單及其選舉或委任機制
List of current and previous Board/Executive/Governance members and their election or appointment mechanisms
 - 董事局 / 執行委員會 / 各委員會職權範圍及利益衝突申報資料 Terms of reference and conflict-of-interest declarations of the Board, Executive Committee, and other committees
 - 申請機構須為於香港合法註冊成立之非牟利組織，並根據以下法例註冊：
《公司條例》(第 622 章) The organization must be a legally registered non-profit entity in Hong Kong under the Companies Ordinance (Cap. 622)
2. 申請機構需證明已在香港合法成立六年或以上，並提交相關註冊文件及章程細則
The organization must have been legally established in Hong Kong for

at least six years, and submit relevant registration documents and articles of association

3. 組織運作及管治記錄 Organizational Operation and Governance Record

申請機構須提交文件，以證明過去六年均已按《公司條例》召開會員週年大會，並保留完備的正式會議記錄。本會可要求委派代表列席即將召開的週年大會。Applicants must provide documents to demonstrate that annual general meetings were held according to the Companies Ordinance in the past six years, with complete formal meeting records retained. HKPC may request to appoint a representative to attend upcoming AGM.

4. 財務資料 Financial Information

申請機構須提交過去六年按《公司條例》提交的審核帳目，並證明具備持續資金來源（如會費、資助或贊助）及穩健財政基礎；及 Applicants must submit audited accounts for the past six years and demonstrate sustainable funding sources (e.g., membership fees, grants, sponsorships) and sound financial foundation; and

申請機構須證明於過去三個年度內已準時繳交本會年度會費，並提交相關證明文件。Applicants must also prove that they have paid HKPC annual membership fees on time in the past three years, with supporting documents.

5. 基本內部政策及守則 Basic Internal Policies and Codes

為確保申請機構具備基本良好管治意識，申請機構須提交以下內部文件，並提供正式會議決議副本（可為董事局 / 執行委員會或週年大會紀錄）：To ensure sound governance, applicants must provide internal documents and formal meeting resolutions (Board/Executive Committee/AGM minutes) for:

- 適用於董事會 / 委員會成員及職員的行為守則（過去三年）Code of Conduct for Board/Committee members and staff (past 3 years)

- 適用於採購的政策指引 (過去三年) Procurement policy (past 3 years)

6. 相關運作及合規政策 Operational and Compliance Policies [可參考本會官網'規則與指引下的員工和董事會成員行為守則]

申請機構須提供並通過董事局 / 執行委員會或週年大會審議的相關文件，包括但不限於：Applicants must provide policies reviewed and approved by the Board/Executive Committee/AGM, including but not limited to:

- 運動員選拔指引及其上訴處理機制 Athlete selection guidelines and appeal mechanism
- 禁藥管制指引 Anti-doping policy
- 防止性騷擾指引 Anti-Sexual Harassment Policy
- 守護兒童政策指引 Child safeguarding policy
- 投訴處理指引 Complaint handling policy
- 保護個人資料私隱指引 Personal data privacy policy
- 平等機會指引 Equal opportunity policy
- 資訊科技及信息安全指引 IT and information security policy
- 處理社交媒體指引和程序 Social media management guidelines

7. 體育項目背景 Sports Project Background

申請機構須於過去六年內的其中三年，每年舉辦不少於一個地區或國際錦標賽 / 邀請賽，參與國家/地區不少於四個，並提交相關證明（活動海報、報名表、比賽名單、賽事場刊、活動相片、成績及其他文件），並證明賽事已獲相關國際 / 亞洲體育聯會認可。Applicants must have organized at least one regional or international championship/invitational tournament per year for three of the past six years, involving at least four countries, and submit supporting documents (posters, registration forms, participant lists, event programs, photos, results, and other documentation) to prove the events were recognized by relevant international/Asian federations.

申請團體須提交過往六年內參加不少於三個大型綜合比賽或地區性 / 國際性錦標賽 / 邀請賽。其中包括不少於四個國家/地區的參與，並提交相關證明（包括：活動海報、報名表格、比賽名單、賽事場刊、活動相片、成績及其他文件等），並需證明該項賽事為相關國際 / 亞洲體育聯會認可。Applicants must submit documents showing participation in **at least three** disability sports competitions **over the past six years**, involving at least four countries/regions, and submit supporting documents (posters, registration forms, participant lists, event programs, photos, results, and other documentation) to prove the events were recognized by relevant international/Asian federations.

8. 活動及本地發展紀錄 Activity and Local Development Record

申請機構須提交以下活動及發展紀錄的相關證明：

1. 過去六年內，每年舉辦不少於一個本地錦標賽，並提交證明。**At least one** local championship **per year** in the **past six years**, with supporting documents.
2. 過去六年內，每年參與不少於一個級別鑑定/教練或裁判課程/研討會，並提交證明。Participated in **at least one** classification, coaching, or refereeing course/seminar **each year over the past six years**, with supporting proof submitted.
3. 過去三年，每年參與不少於兩個由本會舉辦的年度大型活動（例如：殘奧日、會議、研討會等），並提交證明。Participation in **at least two** major HKPC events **per year over the past three years** (e.g., Paralympic Day, conferences, seminars), with supporting documents.

9. 會員基礎 Membership Base

申請機構須提交過去六年的會員名單及相關入會機制，說明會員類別及人數。Applicants must provide membership lists for the **past six years**, including membership types and numbers.

10. 酌情處理 Discretionary Handling

會籍審批委員會可因應申請機構的實際情況及發展階段，酌情處理上述部分要求，並可要求申請機構提供補充資料以完成評估。The Membership Review Subcommittee may exercise discretion based on the applicant's stage of development and request additional information to complete the evaluation.

11. 資訊透明度 Information Transparency

為確保申請團體奉行高透明度以及良好之企業管治常規，申請團體必須具有一個有效及經常更新資訊的網頁，並上載申請團體的相關資訊給公眾查閱，當中包括：團體架構、董事名單、章程細則、運動員選拔政策、投訴政策、上訴政策、運動禁藥法規運動員指引及防止性騷擾政策及指引等。Applicants must maintain an active and regularly updated website accessible to the public, including: organization structure, board members, articles of association, athlete selection policy, complaint/appeal policies, anti-doping regulations, and anti-harassment policies.

此外，申請團體應具備有效的網絡保安系統，以防止黑客的攻擊及資料外洩。同時申請團體應時刻提醒其運動員、教練、委員和職員在網上及社交媒體達意見時，切實遵守申請團體《章程細則》內的相關守則，以避免其涉眾觸犯香港法例。Applicants must implement effective cybersecurity measures and remind staff, athletes, coaches, and committee members to comply with organizational codes online and on social media.

12. 一般條款 General Notes

本會保留就正式屬會會員申請之資格、評估準則及程序作出檢討、修訂及更新之權利。HKPC reserves the right to review and update eligibility criteria, evaluation standards, and procedures for Ordinary Membership applications.

E. 評核準則 Assessment Criteria

所有新會員申請（包括準會員及正式屬會會員）將由會籍審批委員會根據以下三大範疇作整體評估，並以評分制度綜合考慮。評核結果屬整體判斷，並不以單一項目是否符合為唯一依據。All applications for new membership (including Associate Members and Ordinary Members) shall be assessed holistically by the **Membership Review Subcommittee** based on the three assessment domains set out below and considered under a scoring system. The assessment outcome is based on an overall evaluation and is not determined solely by compliance with any single criterion.

I. 組織架構及管治 Organisational Structure and Governance

1. 會員管理 Membership Management

- 設有完整的會員名冊 a complete and up-to-date membership register is maintained
- 建立清晰、透明及一致的會員制度 a clear, transparent and consistent membership system is established
- 公開入會資格、程序及相關資訊 membership eligibility, application procedures and relevant information are publicly available
- 妥善保存並定期更新會員資料 membership records are properly maintained and regularly updated
- 清晰的入會、會籍管理及上訴機制 clear admission, membership administration and appeal mechanisms are in place

2. 地區及國際認可代表性 Regional and International Recognition

- 為該殘疾運動項目的國際體育聯會會員 the organisation is a member of the relevant international para sports federation

- 為地區管治機構並積極推動及發展該項殘疾運動 it serves as the regional governing body and actively promotes and develops the sport
- 獲國際體育聯會正式授權於本地發展該項運動 it has been formally authorised by the international federation to develop the sport locally
- 非地區認可但正進行殘疾運動發展及推廣之組織，其發展程度及認可進展 For organisations not yet regionally recognised, the level of development and progress towards recognition

3. 成立年期 Years of Establishment

- 組織成立年期及持續運作情況 Length of establishment and continuity of operations.

4. 會員人數規模 Size, composition and appropriateness of the membership base

- 會員人數、結構及其合理性 Size, composition and appropriateness of the membership base.

5. 會員大會

- 訂明召開會員大會及通過決議的規則與程序 rules and procedures for convening general meetings and passing resolutions are stipulated
- 每年召開週年會員大會 annual general meetings are convened on a yearly basis
- 於會員大會提交經審核財務報表及董事會 / 執行委員會報告 audited financial statements and board/executive committee reports are presented at general meetings
- 備存完整及正式的會議紀錄 complete and formal meeting minutes are properly maintained

6. 董事會 / 執行委員會

- 設有具等同功能的管治架構 an equivalent governing structure is in place
- 訂明提名、選舉、連任及免職的清晰程序 clear procedures for nomination, election, re-election and removal are stipulated
- 以書面訂明職權範圍、最長任期、任期年期、最低出席率及申報利益衝突責任 terms of reference, maximum tenure, term length, minimum attendance requirements and conflict-of-interest declaration obligations are documented in writing
- 成員人數 the size of the board/executive committee
- 定期召開會議並備存會議紀錄 meetings are held regularly with proper records maintained
- 清楚區分管治與行政職能 governance and management functions are clearly delineated

7. 委員會制度 Committee Structure

- 設立功能委員會（包括但不限於提名、財務及審計委員會） functional committees (including but not limited to nomination, finance and audit committees) are established
- 訂明各委員會的組成要求、職權範圍、成員資歷、任期及利益衝突申報責任 composition requirements, terms of reference, member qualifications, tenure and conflict-of-interest obligations are clearly stipulated
- 備存會議紀錄並定期向董事會匯報 meeting records are maintained and reports are submitted regularly to the board

8. 內部規章 Internal Policies (須具備書面政策 Written Policies Required)

包括但不限於：[可參考本會官網'規則與指引'下的員工和董事會成員行為守則]

Including but not limited to (with reference to the “Rules and Guidelines” section on HKPC’ s website):

- 採購政策 Procurement Policy
- 員工及董事行為守則 Code of Conduct for Staff and Board Members
- 禁藥管制政策 Anti-Doping Policy
- 防止性騷擾政策 Anti-Sexual Harassment Policy
- 兒童保障政策 Child Safeguarding Policy
- 投訴處理政策 Complaint Handling Policy
- 個人資料私隱政策 Personal Data Privacy Policy
- 平等機會政策 Equal Opportunities Policy
- 資訊科技及資訊保安政策 IT and Information Security Policy
- 社交媒體管理政策 Social Media Management Policy

9. 其他管治元素 Other Governance Elements

- 管理層/會員/相關人士內部培訓安排 Internal training arrangements for management, members and relevant stakeholders
- 審計及監察機制 Audit and monitoring mechanisms
- 組織獨立性 Organisational independence
- 體育誠信及紀律紀錄 Records relating to sports integrity and disciplinary matters

II. 行政及會務管理Administration and Secretariat Management

包括但不限於 Including but not limited to the following aspects:

- 辦事處及秘書處設置 Establishment and operation of an office and secretariat
- 主要職務人員任命（如會長/主席、秘書、司庫、法律顧問及具殘疾運動精英/知識之重要人士） Appointment of key office-bearers (such as President/Chairperson, Secretary, Treasurer, Legal Adviser, and key personnel with expertise or experience in para sports)
- 受薪僱員架構 Structure of salaried staff
- 人力資源管理政策 Human resources management policies
- 財務管理、財務預算、資金來源及審計制度 Financial management, budgeting, sources of funding and audit arrangements
- 組織策略及中長期發展計劃 Organisational strategy and medium- to long-term development plans
- 法律及規管合規 Legal and regulatory compliance
- 對外溝通及資訊透明度 External communications and information transparency

III. 運動發展項目 Sports Development Programmes

包括但不限於以下範疇 Including but not limited to the following areas

- 加入本會的目的是否清晰、具體且與本會宗旨一致 Whether the objectives of joining HKPC are clear, specific, and aligned with the mission of HKPC
- 明確對殘疾運動發展、運動員培育、國際代表性或體系建設有實質貢獻 the organisation demonstrates tangible contributions to para sports development, athlete development, international representation, or system building

- 設有完善且公開的運動員選拔及註冊制度，包括運動員遴選委員會及上訴機制
a comprehensive and transparent athlete selection and registration system is in place, including a selection committee and appeal mechanism
- 具備書面並有效執行的運動員行為守則 a written and effectively implemented code of conduct for athletes is in place
- 建立系統化的級別鑑定師、教練、裁判及技術人員培訓及認證制度，包括投訴及任免機制 a systematic training and accreditation framework for classifiers, coaches, referees and technical officials is established, including complaint handling and appointment/removal mechanisms
- 具備書面並有效執行的級別鑑定師、教練、裁判及技術人員行為守則 written and effectively implemented codes of conduct for classifiers, coaches, referees and technical officials are in place
- 運動員獲政府或香港體育學院資助，並持續參與精英培訓及國際賽事 athletes receive support from the Government or the Hong Kong Sports Institute and participate continuously in elite training programmes and international competitions
- 有過往舉辦活動經驗（比賽、培訓、講座、推廣等）及未來的精英訓練及賽事計劃 the organisation has experience in organising activities (competitions, training programmes, seminars, promotion activities, etc.) and has plans for elite training and competitions.
- 設有基層及精英運動員長期發展計劃及可持續使用的場地設施 long-term development pathways for grassroots and elite athletes, as well as sustainable access to training and competition facilities, are in place
- 該項目為夏季或冬季殘疾人奧運會項目，或經為國際殘疾人奧委會認可殘疾運動項目 the sport concerned is a Summer or Winter Paralympic sport, or a para sport recognised by the International Paralympic Committee

F. 上訴程序 Appeal Procedure

1. 提交上訴 Submission of Appeal

- 申請機構須於收到拒絕通知後三十 (30) 個曆日內，以書面方式向本會秘書處提交上訴。The applicant organisation must submit a written appeal to the Secretariat of the Association within 30 calendar days upon receipt of the notice of rejection.
- 上訴書須清楚載明上訴理由，包括但不限於：(一) 原決定在事實或資料評估上出現明顯錯誤；(二) 審批程序存在重大不當或不符合本指引；或(三) 原決定未有考慮重要而相關的資料。上訴書可一併提交任何補充文件或澄清資料，惟上訴不應被視為重新提交全新申請。The written appeal must clearly set out the grounds of appeal, which may include but are not limited to: (i) apparent errors in the assessment of facts or information in the original decision; (ii) material procedural irregularities or non-compliance with these Guidelines; or (iii) failure to take into account important and relevant information. The appeal may be accompanied by supplementary documents or clarifications; however, the appeal should not be treated as a completely new application.
- 申請機構須於提交上訴時繳交港幣 500 元之上訴費用。該費用一經繳交，不論上訴結果如何，均不設退還。A non-refundable appeal fee of HKD 500 shall be payable upon submission of the appeal, regardless of the outcome.

2. 成立上訴小組 Formation of Appeal Panel Sub-committees

- 董事局可根據本會《章程細則》第 42(1)條，將其任何權力授予上訴小組，以處理上訴事宜。Pursuant to Part 4 Division 3 Article 42(1), the Board may delegate any of its powers to an Appeal Panel Sub-committee to handle appeals.

- 上訴小組須由一名未曾參與原會籍審批委員會審議的董事局成員擔任主席。小組法定人數最少為三人（包括主席），且人數須為單數。The panel shall be chaired by a Board member who did not participate in the original Membership Review Subcommittee assessment. The quorum shall be no fewer than three members (including the Chairperson) and shall be an odd number.
- 上訴小組成員不得包括曾直接參與該申請初步評審之委員，並須遵守本會的利益衝突申報及迴避規定。Members of the Appeal Panel shall not include any person who was directly involved in the initial assessment of the application and shall comply with HKPC's requirements on declaration of interests and recusal.
- 如有需要，董事局可邀請其他董事局成員或外界顧問加入上訴小組。The Board may, if necessary, invite other Board members or external advisers to join the panel.
- 上訴小組的成立及運作乃根據《章程細則》第 42 條進行 The formation and operation of the Appeal Panel shall be conducted in accordance with Article 42 of the Articles of Association.

3. 上訴審核 Appeal Review

- 上訴小組將審閱上訴申請及所有相關文件，並主要以書面資料作出審核。The Appeal Panel will review the appeal submission and all relevant documents, and will conduct its review primarily on the basis of written materials.
- 如有需要，上訴小組可要求申請機構提供進一步資料，或邀請申請機構以面談或視像會議方式作補充說明。Where necessary, the Appeal Panel may request additional information or invite the applicant organisation to provide further explanations in a meeting or via video conference.
- 申請機構可選擇委派其代表（包括法律代表）出席任何由上訴小組安排的會面或聆訊。然而，即使申請機構選擇不委派代表，上訴小組仍會根據書面資料公

平地審核上訴。The applicant organisation may choose to be represented, including by legal representatives, at any meeting or hearing arranged by the Appeal Panel. However, even if the applicant decides not to appoint a representative, the Appeal Panel will conduct a fair review of the appeal based on the written materials.

- 在進行審核時，上訴小組將考慮原決定在作出時可獲得之資料是否足以支持有關結論，而非單純以重新取代原決定作出新的價值判斷。In conducting its review, the Appeal Panel will consider whether the original decision was supported by the information reasonably available at the time, rather than simply substituting its own value judgment for that of the original decision-makers.

4. 建議 Recommendations

- 小組將向董事局提交書面建議報告，建議包括但不限於：The Appeal Panel will submit a written recommendation report to the Board, which may include but is not limited to:
 - 維持原有決定 Upholding the original decision
 - 建議重新考慮或作進一步審核 Recommending reconsideration or further review

5. 董事局最終決定

- 董事局將考慮上訴小組的建議報告及所有相關資料，並作出最終決定。The Board will consider the Appeal Panel's recommendation report and all relevant information and will make a final decision on the appeal.
- 在不影響申請機構根據適用法律所享有之權利的前提下，董事局的決定為最終及具約束力。Without prejudice to any rights which the applicant organisation may have under applicable laws, the decision of the Board is final and binding.

6. 通知 Notice

- 申請機構將以書面方式獲通知董事局的最終決定 The applicant organisation will be notified of the Board' s final decision in writing.

G. 保密 Confidentiality

- 所有上訴程序及所提交的文件均屬保密資料，只會向參與相關程序的人士披露
All appeal procedures and submitted documents are confidential and will only be disclosed to persons involved in the relevant process.

H. 會員申請常見問題 Frequently Asked Questions (FAQ) on Membership Applications

Q1：準會員是否自動可升格為正式屬會會員 Can Associate Members automatically upgrade to Ordinary Members?

否。準會員並不會自動升格為正式屬會會員。如準會員欲申請成為正式屬會會員，必須另行提交正式申請，並按正式屬會會員之資格要求及評估準則，由會籍審批委員會及董事局進行審核及批准。準會員身份本身不構成任何自動升格或優先取得正式屬會會員資格之權利。申請團體一般須已持有準會員身份至少三年，方可提交正式屬會會員申請。

No. Associate Membership does not automatically entitle a member to upgrade to Ordinary Membership. Associate Members who wish to become Ordinary Members must submit a separate application, which will be assessed and approved by the Membership Review Subcommittee and the Board in accordance with the eligibility requirements and assessment criteria for Ordinary Membership. Associate Membership does not confer any automatic or preferential right to upgrade. Applicants are normally required to have held Associate Membership for at least three years before applying for Ordinary Membership.

Q2：本會是否會主動邀請準會員升格 Will HKPC proactively invite Associate Members to upgrade?

是。本會保留權利可主動邀請符合條件的準會員機構申請升格為正式屬會會員，但該機構仍須遞交正式屬會會員申請，並經會籍審批委員會及董事局評核 Yes. HKPC reserves the right to proactively invite qualifying Associate Members to apply for Ordinary Membership, but the organisation must still submit a formal application and undergo review by the Membership Review Subcommittee and the Board.

Q3：若申請未獲接納，可否再次申請或提出上訴 If an application is not accepted, can it be re-submitted or appealed?

可以。申請團體可根據審批意見進行改進，並於日後重新提交申請。同時，申請團體可在收到拒絕通知後 30 個曆日內提交書面上訴，並須繳交港幣 500 元之上訴費用（不設退還）。上訴書須載明上訴理由，包括但不限於：（一）原決定在事實或資料評估上出現明顯錯誤；（二）審批程序存在重大不當或不符合本指引；或（三）原決定未有考慮重要而相關的資料。上訴程序詳見本指引「上訴程序」。在不影響申請團體根據適用法律所享有之權利的前提下，董事局就上訴所作出的決定屬最終及具約束力。

Yes. The applicant organisation may improve its application based on the feedback provided and re-submit in the future. In addition, the applicant organisation may submit a written appeal within 30 calendar days upon receipt of the notice of rejection, together with a non-refundable appeal fee of HKD 500. The written appeal must set out the grounds of appeal, including but not limited to: (i) apparent errors in the assessment of facts or information in the original decision; (ii) material procedural irregularities or non-compliance with these Guidelines; or (iii) failure to take into account important and relevant information. The detailed appeal procedure is set out in "Appeal Procedure" to these Guidelines. Without prejudice to any rights which the applicant organisation may have under applicable laws, the decision of the Board of Directors on the appeal shall be final and binding.

Q4：申請成為新會員一般需要多久完成審核 How long does it generally take to complete a new membership application?

整個申請流程通常需要約 12-13 個月（正式屬會會員可能更久），包括 The entire application process typically takes around 12-13 months (longer for Ordinary Members), including:

- 秘書處初步審視文件：約 2 週 Initial review by the Secretariat: approx. 2 weeks

- 向董事局匯報：約 3 個月 Reporting to the Board: approx. 3 months
- 會籍審批委員會評估：約 6 個月 (視會議安排而定) Assessment by the Membership Review Subcommittee: approx. 6 months (depending on meeting schedule)
- 委員會提交建議給董事局：約 3 個月 Committee recommendation submission to Board: approx. 3 months
- 秘書處通知申請機構：約 1 個月 Notification to the applicant: approx. 1 month

時間會因文件補交及會議安排而有所延長，申請機構應預留足夠時間完成整個程序
Time may be extended due to supplementary documents or meeting arrangements; applicants should allow sufficient time to complete the process.

Q5：會員申請費用是多少？是否可以退還？ How much is the membership application fee and is it refundable?

正式會員申請費用為港幣 200 元，準會員申請費用為港幣 100 元。所有申請費用一經繳交，不論申請結果如何，均不設退還。The application fee is HKD 200 for Ordinary Members and HKD 100 for Associate Members. The fee is non-refundable once submitted, regardless of the outcome of the application.

Q6：會員權利是否可以轉讓予他人？ Are membership rights transferable to other parties?

不可以。會員所享有的權利均屬其專屬權利，不得由會員自行轉讓，亦不得因法律運作而轉移予他人。No. The rights of each Member are strictly personal to that Member. Such rights shall not be transferable by the Member's own act or by operation of law.

I. 查詢 Enquiries

如對新會員申請或上訴程序有任何查詢，請聯絡 For any enquiries regarding membership applications or appeal procedures, please contact:

中國香港殘疾人奧委會秘書處 HKPC Secretariat

電郵 Email : info@paralympic.hk

電話 Tel : 2632 7711