



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



General Guidelines of applying for Ordinary Member

I. Application Procedure

1. For application, the applicant shall write to the Secretariat of China Hong Kong Paralympic Committee (HKPC) by post to Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza, Shatin, New Territories, Hong Kong together with all documents as required in the Guidelines to support its application. Application with missing or inadequate information will not be considered.
2. After receiving the application, the Secretariat will process and submit to the Board for assessment. Applications might be invited to attend an interview by HKPC. If some of the required information are missing or inadequate in the application, the applicant is required to submit all required documents as stated in the Guidelines within one year.
3. When HKPC has received all required documents for membership application, the result of the application will be formally notified in 3-6 months.
4. HKPC reserves the right of the final decision.
5. For enquiry, please contact the Secretariat by email info@paralympic.hk or by phone at 2632 7711.

II. Eligibility Criteria

1. Applicant must be National Sports Association which is a territorial governing body for Para sports.
2. Applicant must submit to HKPC its application accompanied by its Constitution/ M&A of the organisation, a recent annual report, a recent annual audited account, a valid Business Registration Certificate, a list of board of directors/ members of the commission and office-bearers and an organisation chart.
3. Applicant must provide valid evidence to show that it is affiliated to the International/ Asian Federation of the relevant sport.
4. Applicant must provide to HKPC the following documents/ internal documents which should have been approved by the Executive Committee:
 - a. Code of Conduct;
 - b. Procurement Policies and Guidelines;

- c. Selection Policy;
 - d. Appeal Policy;
 - e. Complaint Policy;
 - f. Athlete's Guide to Anti-Doping Rules; and
 - g. Policy and Guidelines on Prevention of Sexual Harassment.
5. Applicant must provide the details of the programmes organised in the past two 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).
6. Applicant must provide the details of Para sports events participated in **no less than three events in the past five years** listed below, including participation from no less than four countries and provide related evidence (including event posters, registration forms, competition lists, event souvenir booklets, event photos, results and other documents, etc.) and prove that those competitions are recognized by the relevant International/Asian Federation:
- a. Major Multi-games;
 - b. Regional Championships;
 - c. International Championships;
 - d. International Invitation.
7. 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.

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.

HKPC strongly recommend applications reference to Code of Governance released by The Sports Federation & Olympic Committee of Hong Kong, China on 20 November 2024, to plan or execute above mentioned measures to ensure standard of corporate governance.

Updated on January 2025