



## Sports and Recreation Committee Operation Manual

### **1. Introduction**

The operation manual is intended to lay down the framework for all the sports and recreational activities overseen by the Sports and Recreation Committee ("SRCom"), whose terms of reference are attached in [Annexure 1](#) hereto.

The basic principle is that all sports and recreational activities should be organized on a self-sustainable basis, both financially and operationally. However, the Institute will continue to provide funding and manpower support to annual CPA competitions and external competitions endorsed by the Institute.

Similar support will also be given to other activities organized by individual interest groups (IGs) as endorsed by the Management and the SRCom.

### **2. Structure**

The SRCom, appointed by Council, is comprised of a chairman, deputy chairman and committee members.

The appointment is made annually at the beginning of each calendar year for a one-year term save for the first committee which will be appointed on 1 August 2015.

Currently, there are 15 IGs under SRCom covering the following activities:

- |                |                  |
|----------------|------------------|
| 1. Athletics   | 9. Golf          |
| 2. Badminton   | 10. Photography  |
| 3. Basketball  | 11. Sailing      |
| 4. Bowling     | 12. Singing      |
| 5. Bridge      | 13. Snooker      |
| 6. Dance       | 14. Table tennis |
| 7. Dragon boat | 15. Tennis       |
| 8. Football    |                  |

### **3. Members' entitlement**

Each HKICPA member are welcome to join any of the interest groups free of charge.

#### **4. Formation of interest group**

In consultation with Management, SRCom may form a new interest group. The criteria for forming a new interest group include, inter alia, whether:

- a. it enhances the bonding among members;
- b. it is self-sustainable both operationally and financially; and
- c. a case has been made out in favour of its formation after the 2-year trial period.

In addition, the following negative vetting will also form part of the application process:

- d. Will the proposed activity bring the Institute into disrepute?
- e. Is there any inherent safety risk in the proposed sport?
- f. The feasibility of organizing the activities (e.g. shortage of venue).

Subject to Management's final approval, a new interest group may be formed after the due consideration and process as outlined above.

#### **5. Scope of responsibilities**

(1) Chairman

- a. To ensure that Council's directions and the Institute's policies are closely followed by SRCom and its IGs.
- b. To act as the conduit between Management and members regarding sports and recreational related matters.
- c. To oversee the organization of IGs' activities and the annual CPA competitions including reviewing the competition rules.
- d. To review current and develop new relevant policies in consultation with Management and SRCom.
- e. To endorse members representing Institute in external competitions based on the results of the internal selection process and/or recommendations of relevant IG convenors and/or coaches.
- f. To endorse the coach, IG convenor, and/or team captain to be the person in-charge at competitions and/or activities organized, or participated, by the Institute, who is responsible for allocating, substituting, and/or suspending players during the competitions / activities.
- g. To endorse the appointment of IG convenors and organizing committees.
- h. To review IGs' budgets and year plans in consultation with Management.

- i. To consider application of new IG / disband any inactive IG in consultation with Management and SRCom.

(2) Deputy Chairman

- a. To assist the Chairman to discharge his duties as he sees fit.

(3) IG convenors

- a. To extend full co-operation with Management and SRCom.
- b. To lead the IG organizing committee to plan and organize activities that are of direct relevance to the IG.
- c. To seek prior special permission from Management for unbudgeted items.
- d. To ensure a fair participation for all IG members.
- e. To submit draft budget and year plan for review by Management and SRCom Chairman.
- f. To safeguard members' personal data according to the Personal Data (Privacy) Ordinance.
- g. To ensure activities are organized within budget and observe the Institute's purchasing and reimbursement procedures as set out in [Annexure 2](#).
- h. To engage qualified coaches, if required. A sample contract for engagement of coach is reproduced at [Annexure 3](#).
- i. To advise IG members the claim procedures for accident insurance as set out in [Annexure 4](#).

(4) IG members / HKICPA representative team members

- a. To maintain the highest standards of sportsmanship and to observe the [Event Participation Guidance](#).
- b. To sign health declaration form and update IG convenors / coach if there are any subsequent changes of health condition before participating in any activities.
- c. To observe the risk management policies as advised by the IG convenors / coaches.

## **6. Finances**

(1) Annual CPA competitions

Funding will be allocated for organization of annual CPA competitions, including but not limited to the following:

- a. Venue rental
- b. Umpires
- c. Trophies
- d. Accessories (e.g. balls)
- e. Service provider, if required
- f. Photography and refreshments on event date

(2) External competitions initiated by the Institute

Funding will be allocated to Institute's representative teams in external competitions, including but not limited to the following:

- a. Registration fee
- b. A maximum of four training sessions for representative team within two months prior to the competition
- c. Uniform or Institute's t-shirt for representative team with a limit of HK\$400 per set per person in every two years based on the Institute's financial periods, with exception to the football team where the limit is HK\$400 for two sets
- d. Equipment rental (e.g. boat rental)
- e. Sports/ game accessories (e.g. balls, cards)
- f. Venue rental
- g. Umpires
- h. Trophies
- i. Service provider, if required
- j. Refreshments on event date on reimbursement basis with a limit of HK\$50 per person when there is no refreshment provided by the organizer. Itemized receipt with clear description must be provided.

(3) Interest Groups activities

Funding will be allocated to individual IGs to organize pre-approved activities relevant to the IG and interest to their members, including but not limited to the following:

- a. Registration fee, venue rental, umpire, trophies, service providers, equipment rental (e.g. boat rental), sports / game accessories (e.g. balls, cards), photography service, and refreshments on event date on reimbursement basis with a limit of HK\$50 per person when there is no refreshment provided by the organizer. Itemized receipt with clear description must be provided.

- b. Institute's t-shirt for members participating in pre-approved external competitions not initiated by the Institute as described in sub-para (2) above.

## **7. Others**

### **(1) Use of Institute's name and logo**

Usage of Institute's name and logo is subject to the Institute's brand guidelines and prior approval from Management must be obtained before reproducing the Institute's name and/or logo on uniforms, trophies, banners and any publications including social media. The appointed vendor is required to sign and return the logo licensing agreement to the Institute prior to production.

IGs participating in external competition under the name of the Institute must seek approval from management prior to applying for the competition. Representative team list must be endorsed by the Chairman of the SRCom.

### **(2) Enrolment policy**

Annual CPA competitions described in sub-para (6.1) above are limited to HKICPA members in principle. Enrolment of QP graduates / students and IAs will be considered on a case-by-case basis.

Only HKICPA members, QP graduates / students and IAs can represent the Institute in external competitions described in sub-para (6.2) above.

While all IG members have priority in terms of enrolment, QP graduates / students and IAs are welcome to participate in sports and recreational activities organized by IGs.

### **(3) Recognition and expression of appreciation**

Representative teams appointed by the Institute to participate in external competitions initiated by the Institute will be invited to the annual dinner organized by SRCom at which due recognition is given to their efforts and achievements.

In addition, the Institute subsidises part of the cost of an after-competition-meal organized within one month from the date of the external competitions initiated by the Institute as a gesture of appreciation to the representative teams. The amount of subsidy is HK\$200 for each team member who attends the dinner, even if two or more after-competition dinners are held together. The said subsidy is not redeemable in cash and cannot be used for setting off other Institute's payments.