



CPA Basketball Competition 2014



Dates **May – September 2014 (weekends)**

The match schedule is subject to the number of registered teams and venue availability. It will be made availability as soon as practicable.

Venue **LCSD sports centers (to be confirmed)**

Enrolment requirements

Members, QP students/graduates and CPA practices are welcome to form their own teams for the competition. For details on the team requirements, please refer to the Enrolment form.

No. of teams

- ◆ The maximum number of participating teams is 16.
- ◆ The competition will be cancelled if the number of teams enrolled is below 8.

Match format

- ◆ Teams will be divided into groups by draw lot at the team briefing meeting.
- ◆ Single round robin system on a group basis will be adopted in the preliminary round. For example, teams will be divided into 4 groups each of 4 teams if there are 16 registered teams. The two teams that came first and second respectively in each group will be qualified for the quarter-final.
- ◆ The single knock-out system will be adopted at the quarter-final, semi-final and final matches.
- ◆ Subject to the final number of registered teams, necessary adjustment will be made in the match format and grouping in the preliminary round.

Awards

The President's Cup will be awarded to the champion. Trophies will be awarded to the 1st runner-up and 2nd runner-up.

Fees

\$1,300 per team for enrolment (non-refundable)
\$500 per team for deposit (refundable, see pt. 3 of the Enrolment Notes)

Enrolment

To enrol please complete the enrolment form and return it with full payment to the Institute on or before **30 April 2014 (extended to 6 May 2014)**. Enrolment is on a first-come-first-served basis.

Briefing Session

A briefing session tentatively scheduled for **14 May** will be held. All registered teams should send a representative to the briefing session where the competition rules will be reviewed and match schedule will be drawn.

Enquiries:

Peggy Kwan (tel: 2287 7058) / Karen Wong (tel: 2287 7262)
Email: peggy@hkcipa.org.hk / karenwong@hkcipa.org.hk

Member & Corporate Services Department



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Enrolment Notes

1. Completed enrolment form together with payments should be submitted to the Institute on or before the closing date of enrolment, i.e. 6 May 2014. However, the Institute has the discretion to accept late applications as it sees fit.
2. The enrolment fee (\$1,300) per team is non-refundable once the enrolment is accepted.
3. Each team has to pay an additional deposit of \$500 which is refundable. The purpose of the deposit is to: (1) discourage absence from matches which will have a serious impact on the overall competition; (2) discourage any team to make unsubstantiated complaints against other teams; and (3) be used as a penalty for any team which is found guilty of breaching of the rules and regulation of the competition.

Therefore the deposit will be forfeited if any team has failed to show up at any scheduled match; or has made any unsubstantiated complaints; or has been found guilty of breaching of the rules and regulations of the competition. Otherwise, the deposit will be refunded in full.
4. All players are required to present their HKID card or passport for identification purpose before the commencement of the match. Affinity Credit Card / HKICPA Membership Card / HKICPA Student Card are also accepted as a form of identification. The name appears on the List of Players should be identical to the name appears on the identification proof.
5. Any team players who are neither a HKICPA member nor a HKICPA QP student/graduate are required to submit a certification of employment status issued by his HR department or an authorised person of his company/firm in conformity with the Team Requirements as set out below.
6. The deadline for submission of certification of employment status is **14 May 2014**. The Institute has the right to request further particulars or proof in respect of any player's employment status as it sees fit.
7. The Team Leader is required to sign a declaration confirming that the particulars entered in the List of Players are true and accurate.
8. Should the Team Leader wish to make any changes to the List of Players that has already been submitted, he is required to submit the Application for Change of Players to the Institute before the specified deadline, with certification of employment status, if applicable. The final composition of a team must comply fully with the Team Requirements as set out below.
9. The deadline for submission of any changes to the List of Players is **14 May 2014**. No changes will be accepted thereafter.
10. Only players who have been duly registered are allowed to play in the competition.
11. Each player must sign the attached declaration form and submit it to the Institute before the competition.
12. The rules of the competition will be sent to all participating teams after enrolment. The Institute reserves the rights to revise or amend the rules of the competition without prior notice. The Institute has the final say in the interpretation of the rules.
13. The venue and date of match are subject to change without prior notice due to unforeseen circumstances.

Team Requirements

Participating team should fulfill the following requirements:-

- (a) There are three types of players:
 - HKICPA members;
 - HKICPA QP students/graduates; and
 - other players.
- (b) Other player refers to any person who is neither a HKICPA member nor a HKICPA QP student/graduate. This player must be a full-time employee of the same company with one of the teammates, who is a HKICPA member.
- (c) The Institute will base on the information stated in the enrolment form/Change of Players List to consider if a team has complied with the requirement set out in sub-paragraph (e) below. Any players who expect their status to be changed after 14 May 2014 are to use the new status to enter into the competition so long as the change will take place before the first match of the competition. Any change of status after the first match of the competition will not be recognised.
- (d) A team can register a maximum of 15 players.
- (e) In a team, there must be at least four HKICPA members and the total number of HKICPA members, or a combination of HKICPA members and HKICPA QP students/graduates, must not be less than eight.
- (f) A team must have a Team Leader who is a HKICPA member.
- (g) A player can only register for one team.

Remarks: Please note that during a match, there must be a minimum of (i) three HKICPA members; or (ii) two HKICPA members and one QP student/graduate playing at any time throughout the match.

[* A full-time employee shall mean a person who has been working for the company for at least six months by the time of the first match of our competition during which s/he is bound to devote the whole or substantially the whole of his/her time during normal office hours to his/her employment. Normal hours shall mean those hours at which banks are generally open for business in Hong Kong.]



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Enrolment Form

(Please reply on or before 6 May 2014)

**Finance & Operations Department,
 Hong Kong Institute of CPAs**
 37th Floor, Wu Chung House,
 213 Queen's Road East, Wanchai,
 Hong Kong.

Fax no: 2893 9853
 Enquiries: 2287 7058 / 2287 7262

Please read the **Notes on Enrolment** and **Team Requirements** prior to completing this form.

Team name: _____ **Team uniform colour:** _____

Team Leader:	
Full name: _____	Membership no.: _____
Mobile no.: _____	Email: _____

Contact person: <i>(if different from the Team leader)</i>	
Full name: _____	Membership no.: _____
Mobile no.: _____	Email: _____

List of Players					
Players 1 to 4 must be a HKICPA member. Players 5 to 8 must be either a HKICPA member or a HKICPA QP student/graduate.					
No.	Player's name (full name)	Uniform no.	Membership no. / Student registration no. (if applicable)	HKID / Passport no. (only the letter and the first 4 digits are required, e.g. Z1234xxx)	Name of employing company / member practice
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Declaration

I, the Team Leader, declare that the particulars entered in the above List of Players are true and accurate, and that all named players of the team agree to observe and abide by the rules and regulations of the CPA Basketball Competition 2014.

Signature of Team Leader: _____ **Date:** _____

- (a) Please enclose two cheques upon submission of the Enrolment Form: (i) \$1,300 as enrolment fee and (ii) \$500 as deposit.
- (b) Enrolment is on a first-come-first-served basis. An email will be sent to you to confirm if the competition will proceed and the status of your enrolment. If you wish to check your enrolment status, please contact Ms. Peggy Kwan at 2287 7058 / Ms. Karen Wong at 2287 7262.

Remarks: Email will be used for all communications regarding the competition except on event day where mobile phone will be used.



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Declaration

I declare that I do not suffer from any illness/disability that renders me unfit to participate in the above activity. I will immediately notify HKICPA if, for any reason, my health subsequently renders me or may render me unfit to participate in the above activity. I fully accept that the HKICPA will then consider whether I should, in the interest of safety or the safety of the other participants, continue to be allowed to further participate in future sessions and that the decision of the HKICPA will be final.

Where referees are in place, I agree to follow the referees' instructions. I agree that this may be a verbal, visual, physical or demonstrative form of communication. I will ask for further clarification of any ambiguous and/or inaudible instructions. I understand that I will be asked to leave a session immediately if deemed to be deliberately ignoring the instructions from the referee.

Assumption of Risks and Disclaimer of Liability

As a participant in the above activity you accept that you may be exposing yourself to risk of harm due to the hazards inherent in the activity. You are responsible to take care to prevent putting yourself or other members in danger.

In signing this declaration form you fully accept that the Hong Kong Institute of Certified Public Accountants shall not be held liable for any injury or death which you may suffer from participating in the activity, if the cause of injury or death is due to your own negligence, the negligence of other participants or if, at any time, you have failed to disclose any medical and/or health reasons that would or may have rendered you unfit to participate in the activity in which you suffered injury or death.

Team name : _____ Date : _____

	Name of team member (full name in block letter)	Membership no.	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			