

Sports and Recreation Committee Operation Manual

1. Introduction

The operation manual is intended to set 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 and members who would serve as IGs convenors. The immediate past committee chairman will be invited to serve as a member for another year for the sake of continuity.

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 14 IGs under SRCom covering the following activities:

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

3. Members' entitlement

Each HKICPA member may join up to 5 IGs during any one calendar year.

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 appoint members representing Institute in external competitions based on the results of the internal selection process and/or recommendations of relevant IG convenors.
- f. To appoint relevant IG organizing committees and nominate its convenors for Council's approval.
- g. To review IGs' budgets and year plans in consultation with Management.
- h. To consider application of new IG/disband any inactive IG in consultation with Management and SRCom.

(2) IG convenors

- a. To extend full co-operation with Management and SRCom.
- b. To lead the IG organizing committee, which plans and organises activities

that are of direct relevance to the IG.

- c. To seek prior special permission from Management and SRCom Chairman for unbudgeted items.
- d. To ensure a fair participation for all IG's 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*.

(3) IG members/HKICPA representative team members

- a. To maintain the highest standards of sportsmanship.
- 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. training fee for representative team
- c. uniforms for representative team and if applicable, cheering team
- d. equipment rental (e.g. boat rental)
- e. sports/ game accessories (e.g. balls, cards)
- f. venue rental
- g. refreshments on event date

(3) Interest Groups Activities

Funding will be allocated to various approved activities organized by individual IGs including but not limited to the following:

- a. venue rental for general gathering
- b. incidental expenses for general gathering (e.g. water)
- c. venue rental, umpire, trophies, service providers and incidental expenses (e.g. water, refreshments) for internal competitions organized by IGs
- d. uniforms and incidental expenses (e.g. water, refreshments) for a maximum of two pre-approved external competitions in each fiscal year. These competitions are part of IG's activities and they are not treated as the external competitions 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.

(2) Enrolment policy

While all IG members have priority in terms of enrolment, QP graduates/students, IA and GAA members are welcome to participate in Institute's sports and recreational activities at member's rate.

Participation of non-HKICPA members is subject to availability after enrolment deadline.

(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-dinner 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. The said subsidy is not redeemable in cash and cannot be used for setting off other Institute's payments.