

## **Athlete Selection Mechanism and Guidelines**

### **Background**

These guidelines are applicable to the selection of athletes for the formation of the Hong Kong, China Delegation to Major Multi-sports Games coordinated under the governance of the Hong Kong Paralympic Committee (HKPC).

### **Objectives**

The Selection Mechanism is designed to:

1. Evaluate the nominations from NSAs for the Hong Kong, China Delegation's participation in the Major Multi-sports Games;
2. Uphold the principle of impartiality in the selection process;
3. Promote the core values of equal opportunities and fair competition in the selection of athletes; and
4. Ensure consistency and transparency in the dissemination of information.

### **Role of HKPC**

Being a member of the International Paralympic Committee (IPC), Asian Paralympic Committee (APC), Cerebral Palsy International Sports and Recreation Association (CPIISRA), International Blind Sports Federation (IBSA) and International Wheelchair & Amputee Sports Federation (IWAS), HKPC has been assigned the authority to form delegations to participate in Major Multi-sports Games (Games). These include the Paralympic Games, the Asian Para Games and the Asian Youth Para Games.

### **Role of NSAs**

In their capacity as affiliated members of International Federations (IF) and Asian Federations (AF), local NSAs play a key role in the promotion of their respective sports. The NSAs thus have full autonomy in athletes training, coaching, professional accreditations as well as, the selection of athletes for their participation International Championships/ Cups/ Tournaments under the jurisdiction of the respective IFs and AFs. NSAs are also responsible for the formulation of guidelines and regulations in respect of the aforesaid duties.

The formation of Hong Kong, China Delegation to Major Multi-sports Games (including athletes and officials) is a 2-Tier process, detailed as follows:

1. Nomination from NSAs
  - NSAs will on the basis of their own selection criteria which are specific to the individual sports, select their athlete and officials for nomination to HKPC.
2. Selection by HKPC
  - HKPC will on the basis of HKPC's selection criteria, evaluate NSAs' nominations before making a final decision.

\*For specific case not included in the guidelines, HKPC will consider each on a case-by-case basis.

Selection results will be communicated NSAs, athletes and relevant parties and published on HKPC website.

### **Nomination from NSAs**

Upon HKPC's invitation (Letter of Intention) for a specific Games, NSAs will proceed with their nomination procedure, with due consideration given to the uniqueness of the respective sports/games. The process shall consist of a selection and an appeal mechanism in accordance with the Guidelines as set out in Annex I.

For his purpose, NSAs will be provided with relevant information from the Games' Organising Committee (e.g. technical handbook), plus HKPC Nomination's Summary and Individual/ Team Nomination Forms.

The following documents duly completed, will be submitted to HKPC:

1. Approved nomination summary and individual form(s) which are endorsed by the NSA President/ Chairperson;
2. NSAs' selection mechanism, selection criteria, and minimum requirements;
3. NSAs' Appeal mechanism;

4. Documentation proof of approval by the NSA's governing authority (e.g. President, Board or General Meeting resolutions);
5. Membership list of the Athlete Selection Committee and Appeal Committee;
6. Timeline for the nomination procedure of the respective Games;
7. Upload record of the selection and appeal mechanisms on the NSA website before the commencement of the selection process;
8. Communication record of the selection and appeal mechanism to the athletes and all parties concerned via its official channels.
9. Preparation plan for the nominated athlete/s outlining details of their training and competitions in the months leading to the Game; and
10. Projected results of nominees for their nominated events.

NSAs are required to nominate an authorised person-in-charge (PIC) (e.g. Team Manager, Head Coach etc.) to be HKPC's contact person on matters related to the participation of the Games.

### **Selection by HKPC**

The Chairman and Members of Athlete Selection Committee are appointed by the HKPC Board. Each of its Founder Members (Hong Kong Sports Association for the Physically Disabled & Hong Kong Sports Association for Persons with Intellectual Disability) will appoint a representative as an ex-officio Committee Member with no voting rights.

The Athlete Selection Committee will formulate a "Selection Criteria" in accordance with the objectives and subject criteria (Annex II) based on the goal/objectives of participating in that particular Games (e.g. medal hopes, top 8 potential, etc.).

The specific "HKPC Selection Criteria for the Respective Games" together with nomination forms will be issued to the relevant NSAs. The said criteria will also be posted on HKPC website. (\*A copy of individual nomination form is at Annex III.)

The Athlete Selection Committee shall consider all documents submitted by the NSAs before selecting athletes for participation. NSAs representatives may be

invited by the Athlete Selection Committee to give a presentation to the Committee if deemed appropriate. Understandably, quota for officials' will depend on team size, nature of sports and quota policy set by the Organising Committee.

Approval/ rejection letters (with reasons) will be sent to NSAs once a decision has been made. NSAs concerned can request for reviews by the Athlete Selection Committee including changes in new and original nomination(s) by submitting Review Form (Annex IV) with supporting documents at least **4 weeks** before the "Entry by Name" deadline as prescribed by the Organising Committee. Separate review forms are required for each review request substantiated with additional information not provided prior. Subsequent review requests and late review applications will only be entertained subject to final acceptance by the Organising Committee/ Games host.

Apart from medical reasons or requests initiated by the Organising Committee, review requests for replacements/ additions of athletes after the "Entry by Name" deadline will **not** be considered.

Considering that each sport may have its own competition rules as prescribed by the respective IFs or AFs and the limited review time for available during Games operation, any reviews (including but not limited to withdrawal, change of event or adding event for approved nomination, or replacement of athlete by "Alternate Athlete") after the commencement of the Delegation Registration Meeting can only be submitted verbally by PIC of the NSA concerned to the Secretary of Athlete Selection Committee for the approval of the Selection Committee Chairman. In exercising his/ her discretion, the Chairman shall assess the rationale and grounds for the PIC's request. For this purpose, the PIC has to submit the review request form within **2 days** after approval by the Selection Committee. The Chairman will circulate the review form among circulated to Committee members for reference. The review and will also be brought up in the Post-Games Review.

### **Appeal against decisions made by Athlete Selection Committee**

Should NSAs contest the decision/s made by the Athlete Selection Committee, say for having violated the Selection Criteria, constitution, rules or regulations of HKPC, they can make an appeal to the Appeal Board in accordance with the

Appeal Procedure at least **3 weeks** before the “Entry by Name” deadline OR within **1 week** from the date of the Committee’s written notification, whichever date is later.

### **Review of Athlete Selection Mechanism and Guideline**

HKPC Athlete Selection Mechanism and Guideline shall be reviewed at least once every 4 years.

## **Guidelines and Basic Principles for Selection and Appeal Mechanism (Tier One Selection)**

National Sports Association (NSAs) are required to comply with the requirements and guidelines as set out by the respective Games Organising Committee, the Governance body (e.g. IPC) and HKPC while nominating athletes and officials for participation in Games representing Hong Kong, China.

NSAs should establish their own fair, impartial and transparent selection and appeal mechanism for each Games for athletes and officials, as approved by their highest authority when making a nomination. These mechanisms should be published on the website of the NSA concerned with a reasonable and justifiable lead time before the commencement of the selection process.

When drawing up NSA's selection mechanism, the method of selection (e.g. with reference to previous records, selection competitions, IF/ AF qualification). The timeline for the specific Games, selection criteria and minimum requirements (if any) should be clearly stated in the documents as published on the NSA's website. Athletes and relevant parties concerned should also be informed of this mechanism (including selection criteria) via official communication channels once they are published on the website.

Each NSA should also devise and its appeal mechanism and inform athletes and all relevant parties. The appeal should be handled by a separate committee/ person not previously involved in the selection process.

NSAs may take reference from the "Best Practice Reference for Governance of National Sports Associations – Towards Excellence in Sports Professional Development" published by ICAC when formulating their own selection and appeal mechanism.

## **Athlete Selection Mechanism and Guidelines (Tier Two Selection)**

### **Basic Requirement**

Athletes should fulfil the following conditions in order to compete in Major Multi-sports Games:

1. Athletes should comply with the requirements (including eligibility code, e.g. HKSAR Passport holder) and guidelines set by respective Games Organising Committee, Games Owner (e.g. IPC) and HKPC.

Athlete Selection Criteria can be divided into objective criteria (same for each Major Multi-sports Games) and subjective criteria (to be decided by the Athlete Selection Committee for each Major Multi-sports Games). No weighting will be set for these criterion considering that athletes shall be selected if they can fulfil any one of the criterion listed.

### **Objective Criteria**

Athletes nominated by NSAs who possess the following outstanding results in previous international competitions shall automatically be selected to participate in the respective Games:

1. \* Ranked 1<sup>st</sup> – 8<sup>th</sup> in recent World Championships (within 4 years) sanctioned by the respective IF in the same or higher level of the Games concerned;
2. \* Ranked 1<sup>st</sup> – 8<sup>th</sup> in recent Asian Championships (within 4 years) sanctioned by the respective AF in the same or higher level of the Games concerned;
3. \* Ranked 1<sup>st</sup> – 8<sup>th</sup> in recent Major Multi-sports Games owned by APC (within 4 years) in the same or higher level of the Games concerned;
4. \* Ranked 1<sup>st</sup> – 8<sup>th</sup> in recent National Games for Persons with Disabilities organised by General Administration of Sport of China (within 4 years) in the same or higher level of the Games concerned;

*\*On condition that there are a minimum of four participants in the competition(s) AND the athlete(s) ranked in the top one-third among the total number of participants*

5. Participated in Paralympic Games (within four years) in the same or higher level of the Games concerned.

For team events, only if all of the athletes nominated among the team fulfilled the above shall automatically be selected. While for team only sports, only if the NSAs previous team fulfilled the above shall automatically be selected.

### **Subjective Criteria**

The Athlete Selection Committee shall discuss the subject criteria before nomination for each Games based on the goal and objective participate in that specific Games. Reason or supporting should be given for each subjective criteria.

The following factors may be considered by the Athlete Selection Committee:

1. Athletes already qualified via the IF/ AF qualification system;
2. Athletes receiving Elite Training Grant for Athletes with Disabilities with Elite C or above;
3. Athletes/ Teams continually ranked Top 3 in World/ Asian Ranking.





**XXX Major Multi-sports Games**  
**Individual/ Team Nomination Form**

Name of Athlete/ Team (Both English & Chinese): \_\_\_\_\_ Sex: \_\_\_\_\_

HKSAR Passport holder: \_\_\_\_\_ Yes / No Age: \_\_\_\_\_

I hereby declare that I have read thru the HKPC Athlete Selection Mechanism and Guidelines and accept nominated by NSA to the captioned Games.

Signature of Athlete/ Team representative: \_\_\_\_\_

Proposed entry in XXX Major Multi-sports Games	Performance Details with supporting documents						
	Name of Competition (Location)	Date of Competition	Event sanctioned by IF/ AF	Event Name	Result (Times/ score)	No .of participant countries or regions/ entries	Remarks

\*One sheet for each athlete/ team (Please supplement with separate sheet/s if necessary)

Signature: \_\_\_\_\_

Name of NSA President/ Chairman: \_\_\_\_\_

Name of NSA: \_\_\_\_\_

Date: \_\_\_\_\_ NSA's Chop: \_\_\_\_\_



### HKPC Review Form

#### Notice of Review

Name of Major Multi-sports Games: \_\_\_\_\_

#### Details of the NSA applying for the Review

Name of NSA: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Position \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Decision being reviewed

Replacement due to (injury/ other reasons: \_\_\_\_\_)

Request for change of even/ adding event for approved nomination

New nomination

Supplementary information for nomination rejected by Athlete Selection Committee

Others: \_\_\_\_\_

Please specify the outcome or relief you are seeking from the review including the name of athlete/ team/ event, details of the decision which you are requesting for review with the date it was made, and the nature of the decision (e.g. selection, official quota, injury replacement). Please also attach a copy of the decision to this application if applicable.

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**Supplementary information to support the review**

Please list out all the documents attached with this review form one by one.

Document No.	Title of the Document
e.g. Appendix A	Medical Report Form of Mr. Chan Tai Man
e.g. Appendix B	Individual Nomination Form of Mr. Chan Tai Man
Appendix A	
Appendix B	
Appendix C	

Signature: \_\_\_\_\_  
 Name of NSA President/  
 Chairman: \_\_\_\_\_  
 Name of NSA: \_\_\_\_\_  
 Date: \_\_\_\_\_ NSA's  
 Chop: \_\_\_\_\_

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To be completed by Secretary, HKPC Athlete Selection Committee

Received on: \_\_\_\_\_

Decision made by Athlete Selection Committee on: \_\_\_\_\_

Reason: \_\_\_\_\_

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\_\_\_\_\_

<p><b>Filing Guideline:</b></p> <p>1. This form should be completed and filed with HKPC Appeal Board          Address: Unit 1518-1520, Level 15, Tower 1, Grand Central Plaza,          Shatin, New Territories, Hong Kong          Email: <a href="mailto:info@paralympic.hk">info@paralympic.hk</a></p>
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## HKPC Appeal Procedures

### Background

The Appeal Board is established to hear and determine any dispute on the formation of Hong Kong, China Delegation to Major Multi-sports Games.

### Formation of the Appeal Board

The Appeal Board will consist of separate HKPC Committee members or independent individuals who are not previously involved with the selection process.

### Application

Parties appealing against decisions made by HKPC Athlete Selection Committee have to complete an appeal form (Annex V), stating the grounds of appeal. The submission will have to be signed off by the NSA's governing authority (e.g. President, Chairman) and delivered to HKPC at least **3 weeks** before the "Entry by Name" deadline as prescribed by the Organising Committee or within **1 week** from the notification letter sent out by the Athlete Selection Committee, whichever date is later. Supporting information or documents shall also be submitted together with appeal form. Separate appeal form is required for each appeal case (i.e. for each individual athlete or team). Late appeal applications will be entertained provided that the Organising Committee/ Games Host agrees to accept the Appeal Board's decisions despite its late submissions.

A deposit of \$1,000, payable to "Hong Kong Paralympic Committee Limited", is required when appealing against a decision made by the Athlete Selection Committee. If the Appeal Board rules in favour of the appellant, the said deposit will be refunded.

### Advice of proceedings and filing of other documents

The Secretary of the Appeal Board handles all appeal procedures and manages the communication with the NSAs concerned. The Secretary will be available to answer any questions that may arise at all stages of the appeal procedure.

## **The Hearing**

The Appeal Board shall decide if a hearing is necessary, or that it can consider the appeal based on the written documents submitted.

If a hearing is called for, all parties should attend the hearing on time. Both the NSAs and the Athlete Selection Committee have the right to nominate a representative. Additional accompanying attendance is subject to the approval of the Appeal Board. During the hearing, no photo, sound or video recording is allowed unless with prior approval from the Appeal Board.

The proceedings should mainly be conducted in English. If either party wishes to address the Appeal Board in Chinese or another language, the Appeal Board must be advised in advance for arrangement.

After all submissions and evidence are presented (whether orally or in writing), the Appeal Board will confer privately in order to reach a decision.

## **The Appeal Board decision**

Apart from being fair and well-reasoned, decisions by the Appeal Board have to be speedy and timely. When time is of essence, the Appeal Board will make a decision at the end of the hearing and provide substantiation/ explanation in writing afterwards.

In the event where the Appeal Board needs more time to ponder on a particular case, it may “reserve” its decision and inform the parties of its final decision at a later date.

A written decision will be released to all parties by the Appeal Board detailing the rationale/ reasons behind the decision made.



## HKPC Appeal Form

### Notice of Appeal

Name of Major Multi-sports Games: \_\_\_\_\_

#### Details of the NSA Appealing

Name of NSA: \_\_\_\_\_

Authorised by: \_\_\_\_\_

Contact Person

Name: \_\_\_\_\_

Position \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Urgency

Are there any grounds for suggesting this appeal should be heard on an urgent basis?

Yes

No

If yes, please describe the reason(s) why you consider there is urgency in hearing the appeal.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### Decision being appealed

Please provide the name of the athlete/ team details of the decision which you are appealing against, including the date it was made, and the nature of the decision (e.g. selection, official quota, injury replacement etc.). Please also attached a copy of the decision to this application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Grounds of Appeal

Specific the grounds upon which the appeal is brought. These grounds must either be as set out in the relevant constitution, rules or regulations of HKPC or Selection Criteria set by HKPC Athlete Selection Committee for a specific Major Multi-sports Games.

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### Outcome Sought

Please specify the outcome or relief you are seeking from the appeal.

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### Suspension Application

1. Are you applying to suspend all or part the decision appealed from pending the hearing of the appeal?

Yes - All

No – Part

No

2. If the suspension application only applied to part of the decision, please specify the applicable part:

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3. If there is urgency in deciding of the suspension application, please give the reason why you consider there is urgency in deciding the suspension application.

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Signature: \_\_\_\_\_  
Name of NSA President/  
Chairman: \_\_\_\_\_  
Name of NSA: \_\_\_\_\_  
Date: \_\_\_\_\_ NSA's  
Chop: \_\_\_\_\_

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To be completed by Secretary, HKPC Appeal Board

Received on: \_\_\_\_\_

Decision made by Appeal Board on: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Filing Guideline:**

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