*[Letterhead of NSA]*

**Annex I**

*[Date]*

Dear *[name of contact person of Local Organizer]*,

**National Anthem and Regional Flag of Team Hong Kong, China**

Since November 2022, the National Anthem of Hong Kong, China Teams has been misplayed in different international sports events. Instead of the “March of the Volunteers”, i.e. the correct National Anthem of Hong Kong, China Teams, a song that was subversive in nature was played. Enquires by the relevant International Federation/Asia Federation invariably revealed that the local event organisers had downloaded the wrong song through Google search or YouTube which placed the wrong song as the top search result. Google and YouTube are hence proven to be totally unreliable in the search for the correct National Anthem of Hong Kong, China Teams.

To forestall the recurrence of similar mishaps, thereby ensuring the necessary respect to our National Anthem and Regional Flag in the upcoming sports event under your jurisdiction, namely the [name of sports event], we would like to provide you with the following information on our National Anthem and Regional Flag for taking the necessary actions and precautions:

National Anthem of the People’s Republic of China – “March of the Volunteers”

* Recording:

<https://www.cmab.gov.hk/en/issues/national_anthem.htm>

Regional Flag of the Hong Kong Special Administrative Region

* Usage:

<https://www.protocol.gov.hk/en/flags.html>

**Please remind your officials / staff / volunteers / contractors not to download our National Anthem or copy our Regional Flag from unofficial sources.** **This is particularly so for Google and YouTube, as successive mishaps in international sports events involving Hong Kong, China teams have shown that their search results for “Hong Kong's National Anthem” are proven to be inaccurate, misleading and unreliable.**

If you require any clarification on the above, please feel free to contact *[name of contact person of NSA]* on *[contact details]*.

Yours sincerely,

*[to be issued in the name of President / Chairperson of NSA]*

c.c. Hong Kong Paralympic Committee

**Annex II**

**Acknowledgement Receipt of National Anthem and Regional Flag**

**of Team Hong Kong, China**

 I note that since November 2022, the National Anthem of Hong Kong, China Teams has been misplayed in different international sports events. Instead of the “March of the Volunteers”, i.e. the correct National Anthem of Hong Kong, China Teams, a song that was subversive in nature was played. Enquires by the relevant International Federation/Asia Federation invariably revealed that the local event organisers had downloaded the wrong song through Google search or YouTube which placed the wrong song as the top search result. Google and YouTube are hence proven to be totally unreliable in the search for the correct National Anthem of Hong Kong, China Teams.

 I hereby acknowledge receipt of the following materials from the Team Leader of Team Hong Kong, China, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name), for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of sports event):

(i) National Anthem of the People’s Republic of China – “March of the Volunteers”

(official recording available at: https://www.cmab.gov.hk/en/issues/national\_anthem.htm)

(ii) Regional Flag of the Hong Kong Special Administrative Region

(specifications available at:

https://www.protocol.gov.hk/en/flags-emblems-anthem.html)

 I also agree to allow the Team Leader to check the National Anthem and Regional Flag on site to ensure that the correct version will be used and the correct name of the National Anthem will be displayed in all captions.

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

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

Post: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Annex III**

**Checklist on Actions to be Taken by NSAs**

|  |  |
| --- | --- |
| NSA: |  |
| Name: |  | Post: |  |
| Tel.: |  | Email: |  |
| Date: |  | ( before departure / after the event )\* |

*\*Delete as appropriate*

|  | Event title and period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  | Action completed | Remarks |
| --- | --- | --- | --- |
| ***Before departure*** |
|  | Collect toolkit from HKPC. |  |  |
|  | Send the official recording of the National Anthem and the correct version of the Regional Flag to the organiser using the template letter. |  |  |
|  | Brief team leader and members (in-person / Zoom) on the Guidelines.[[1]](#footnote-2)  |  |  |
|  | Team leader to bring along the toolkit and remember not to use any flags given to them by unknown parties (e.g. a spectator). |  |  |
| ***After arrival*** |
|  | Pass one USB containing the National Anthem and one Regional Flag to the organiser and ask the organiser to confirm receipt of the materials by signing the standard acknowledgement receipt included in the toolkit. |  |  |
| ***On site before competition*** |
|  | Check the National Anthem and Regional Flag with the organiser to ensure that the correct version will be used and the correct name will be displayed in all captions.[[2]](#footnote-3) |  |  |
| ***At all times*** |
|  | Keep relevant records (e.g. photos, standard acknowledgement receipt, correspondence with organiser, etc.) for future reference. |  |  |
|  | If an incident happens, report to HKPC directly and submit a brief report on the next working day.[[3]](#footnote-4) |  |  |

1. Para. 7, 9 and 10 of the Guidelines, which specify the actions to be taken in case a wrong music is played or an incorrect flag is raised, are especially important. [↑](#footnote-ref-2)
2. Bring along the other set of National Anthem and Regional Flag to the venue for contingency use. If the organiser refuses to let the team leader listen to the National Anthem or to check the Regional Flag on site, the team leader should **not allow** team members to attend the sports events / awards presentation ceremonies. [↑](#footnote-ref-3)
3. The team leader should report to his/her NSA and the Chairperson shall then report to the designated contact person of HKPC (i.e. Senior Officer of HKPC Secretariat) within two hours at telephone number 2632 7711 directly or via mobile phone 9744 5360 during non-office hours. [↑](#footnote-ref-4)