



# 香港冰球協會

## HongKong Ice Hockey Association

國際冰球聯合會會員 Member of International Ice Hockey Federation

中國香港體育協會暨奧林匹克委員會會員 Member of Sports Federation & Olympic Committee of Hong Kong, China

Sports Federation & Olympic Committee of Hong Kong, China

2/F. Olympic House, 1 Stadium Path,

So Kon Po, Causeway Bay,

Hong Kong

Attn.: Mr. Edgar YANG, PDSM

Hon. Secretary General

BY EMAIL, FAX NO. 28913657 & BY HAND

Dear Sirs,

**Re.: Issues relating to Corporate Governance of the  
Hong Kong Ice Hockey Association Limited**

We refer to your letter dated 4<sup>th</sup> April, 2023, in respect thereof we would like to reply as follow : -

**A. Admission & confession of unsuccessful attempts being made to procure for verification of the National Anthem**

First and foremost, our Association (“**HKIHA**”) MUST admit and confess once again that the attempts being made on the part of Ms. Annie Kwan, being the team leader of the HKIHA for the 2023 IIHF Ice Hockey World Championship, Division II Group B at Bosnia and Herzegovina, Sarajevo (“**the said Event**”), in procuring for verification of the proper and accurate National Anthem of the Peoples’ Republic of China (“**the National Anthem**”) during the occasion of the said Event may not, when being scrutinized retrospectively, be sufficient, no matter how unintentional and how busily engaged Ms. Kwan may be during the said Event, which may nevertheless be improved and must be improved for future’s reference sake.

**B. Account for details of attempts in procuring for verification of the National Anthem with the Event organizer**



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Nevertheless, for the sake of fairness to Ms. Annie Kwan, we must also set out below the unsuccessful attempts, though not perfect and may not even be sufficient, being made on the part of Ms. Annie Kwan in procuring for verification of the National Anthem with the Event organizer from the very moment of the day of her landing (with the Hong Kong Team) up to the moment when the unpleasant event of misplaying of the National Anthem took place, so that your goodselves will not further have the perception that HKIHA and/or Ms. Annie Kwan are trying to be evasive.

More importantly, HKIHA as well as Ms. Annie Kwan would like to share the aforesaid experience on the part of our Ms. Annie Kwan with all other sports association being under your supervision regime, so that such bitter lesson on the part of Ms. Annie Kwan as the team leader for HKIHA participating in the said Event may be taken as “a lesson on the practical difficulties that may be encountered in practice by any member association of the Sports Federation & Olympic Committee of Hong Kong, China in attending international event(s)”, particularly with overseas organizer(s) out of the control of any member association of the Sports Federation & Olympic Committee of Hong Kong, China.

Accordingly, we set out the itinerary of the unsuccessful attempts on the part of Ms. Annie Kwan in procuring for verification of the National Anthem with the Event organizer &/or its personnel from the very moment of the day of her landing (with the Hong Kong Team) up to the moment when the unpleasant event of misplaying of the National Anthem took place as follow :—

Date	Time	Attempts in procuring for verification of the National Anthem
on BIH local time		
26/2/23	Around 16:00	Ms. Annie Kwan first met Mr. Mirzet Hodzic (who is the contact person of the Event organizer) at the rink soon after the Hong Kong Team arrived at BIH, while Ms. Annie Kwan was moving the luggage to the locker room. Then, Ms. Annie Kwan informed Mr. Mirzet Hodzic that she was required to verify





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		<p>the National Anthem of the Hong Kong Team with him, in respect of such request Mr. Mirzet Hodzic replied “OK”. However, Mirzet Hodzic had gone after Ms. Annie Kwan has finished placement of the team jerseys in the locker room.</p>
26/2/23	Around 20:20	<p>After completion of the Directorate Meeting at the hotel, Ms. Annie Kwan met Mr. Mirzet Hodzic when Ms. Kwan asked for handing over to Mr. Mirzet Hodzic the USB stored with the National Anthem which was downloaded from the website as prescribed in the “Guidelines on Handling the Playing of the National Anthem” issued on 22<sup>nd</sup> November, 2022. However, Mr. Mirzet Hodzic replied that he already had a copy of the National Anthem of the Hong Kong Team in his possession &amp; therefore did not receive from Ms. Annie Kwan the USB, notwithstanding the express request on the part of Ms. Kwan (“the 2<sup>nd</sup> occasion”).</p> <p><b>[Note : At this time, Ms. Annie Kwan was also occupied with handling other matters for the Hong Kong Team, including being responsible for organizing transportation for the Team to travel to the rink for the impending practice session. As such, Ms. Annie Kwan had no choice but to attend to the aforesaid matters that were pressing forthwith, due to Mr. Mirzet Hodzic’s refusal to take the USB into his possession.]</b></p>
26/2/23	Around 21:30	<p>After the Hong Kong Team arrived at the rink, Ms. Annie Kwan personally checked the regional flag at the rink and took a photo of the same for record purpose. As Ms. Kwan was then having a free moment, Ms. Annie Kwan thought that, for</p>



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		<p>prudence sake, she had better try to get someone for verifying the National Anthem for playing safe. However, she could not find anyone officer or clerical personnel other than the rink workman.</p>
27/2/23	Around 10:00	<p>When the Hong Kong Team had a morning practice at the rink, Ms. Annie Kwan went thoroughly around the ice rink again in her attempt to try looking for any staff(s) for verifying the National Anthem for prudence sake again. However, all the doors were locked there. And only the emergency staff with the ambulance was there.</p>
27/2/23	Around 18:45	<p>Whilst Ms. Annie Kwan was then once again less busily engaged, she tried again in her attempt. On this occasion, she at last located a staff inside the scoreboard, which was therefore trusted to be a clerical staff at the least. Ms. Annie Kwan noticed that this staff seems have a very limited command of English and therefore indicated to this man that she would like to verify the National Anthem by holding and showing to this man the USB that she carried and asked for Mr. Mirzet Hodzic by speaking out the name of “Mirzet” to this man, but this man refused to do so through the gesture of “waiving his hand” to Ms. Kwan, which gesture was perceived and understood on the part of Ms. Annie Kwan as “NO”. As this man simply may not communicate properly with Ms. Annie Kwan, Ms. Kwan then planned to look for Mr. Mirzet Hodzic once again later, particularly when there was then another problem arising with a crowd of kids &amp; parents blocking the way of the Hong Kong Team players to the ice rink, in respect thereof Ms. Annie Kwan was then required to look into the problem personally. She</p>





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		<p>spent much time in telling them to leave the area in question for giving space to the players of the Hong Kong Team to get into to the ice rink for the game.</p> <p>Unfortunately, 2 players of the Hong Kong Team got injured during the 1st game and therefore Ms. Annie Kwan was again engaged personally to locate the tournament doctor to check up the 2 players (being Mr. Ivan Chan &amp; Mr. Ryan Wong). After seeking the doctor, Ms. Annie Kwan needed to write an "Injury Report" to IIHF &amp; missed the chance and time to try locating Mr. Mirzet Hodzic again for verifying the National Anthem for prudence sake on that night.</p>
28/2/23	In the morning prior to the 2 <sup>nd</sup> game	<p>One of the players of the Hong Kong Team (Mr. Lokel Wong) felt seriously sick in the morning and Mr. Annie Kwan had to purchase the breakfast for him personally and check up with the medicine need for him. Indeed, Mr. Lokel Wong was so sick that he may not even join the 2<sup>nd</sup> game in that morning and had to rest on bed. After catering for the need of Mr. Lokel Wong, Ms. Annie Kwan was then busily engaged again as she had to arrive at the rink with the Hong Kong Team at around 14:00. Immediately after arrival, Ms. Annie Kwan lost another chance to try locating Mr. Mirzet Hodzic again for the sake of verifying the National Anthem for prudence sake again, as there was a problem of water leakage in the change/locker room of the Hong Kong Team, in respect thereof Ms. Annie Kwan was once again required to deal with it at once personally. Given the fact that there was no equipment manager heading for the Event with the Hong Kong Team, Ms. Annie</p>



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		Kwan also need to find the skate sharpening service for the Hong Kong Team and so goes with the last chance to try locating Mr. Mirzet Hodzic again for the sake of verifying the National Anthem for prudence sake again.
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[NOTE : As a result of the limited resources that may be deployed by the HKIHA, no medical officer or any other assistant coach may be engaged to head for the Event with the Hong Kong Team for rendering any assistance to Ms. Annie Kwan, not to mention that even the head coach of the Hong Kong Team delayed in his arrival due to the bad weather condition of the place of his departure. Accordingly, Ms. Annie Kwan may not but has to be personally engaged to coup with the health problems of the players as well as following up their equipment requirements, confirming personally with the Result Manager with the line-up & the results every period in our game and attending the Coaches Meeting and the Medical Meeting the first night upon her arrival, apart from attending the Team Leader's Meeting. All such coincidence killed a lot of the time that may be utilized by Ms. Annie Kwan, even after she thought of the necessity to personally verify the accuracy of the National Anthem again for the sake of prudence, after she, whether out of the reaction of Mr. Mirzet Hodzic and/or the neglect and/or oversight and/or misjudgment and/or misapprehension on her part, failed to grasp the opportunity of "the 2<sup>nd</sup> occasion" that she met Mr. Mirzet Hodzic for the sake of verifying the accuracy of the National Anthem. And it is also humbly submitted that shortage of sufficient clerical staff of the Event organizer at the rink is not helpful for facilitating the attempts on the part of Ms. Annie Kwan to be successful in locating Mr. Mirzet Hodzic once again for such purpose.]

### C. Allegation that HKIHA has failed to present the National Anthem in a dignified manner

However, having said that, we must pinpoint that *HKIHA has NEVER "handled and presented the National Anthem in an undignified manner"*, which is a very serious allegation on your part against the HKIHA, which allegation on your part





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is hereby seriously refuted and protested. The reason being that “insufficient attempts in procuring for verification of the National Anthem” is *entirely not equivalent to* “failure in handling and presenting the National Anthem in a dignified manner”. If HKIHA may not even successfully procure to present the correct version of the National Anthem, notwithstanding the attempts being made on the part of its team leader, Ms. Annie Kwan, then how may it be further asserted that HKIHA has presented the same not in a dignified manner or in whatsoever manner ?

In particular, we must say that we feel obliged to protest and object to your aforesaid serious allegation (*and we do seek for your indulgence of such response on our part for reason as follow*), as the HKIHA has all along abided the spirit of proper respect to the National Anthem as well as the National Flag of our country and therefore any unjustified allegation against the HKIHA to the practical effect that HKIHA has presented the National Anthem not in a dignified manner is considered on our part as particularly offensive and will be protested vigorously on the part of the HKIHA.

#### **D. Allegation that response from HKIHA to request of the Sports Federation & Olympic Committee of Hong Kong, China for discussion with its leadership is not positive**

Once again, we must say that it is really regrettable that the response from HKIHA to the request of your goodselves for discussion with the leadership of the HKIHA is found on your part as being “not positive”.

First and foremost, there is no refusal to any request on your part for discussion and/or delay in submission of report(s). The most that it may be claimed is that the Chairman of HKIHA has, in response to queries (being raised through whatsapp to him within around 24 hours after the incident), indicated that he shall reply to such queries after the return of Ms. Annie Kwan (as the team leader of the HKIHA for the said Event) and after Ms. Annie Kwan shall have first attended the interview dictated by the investigation by the Hong Kong Police.



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However, may you please do consider that out of the limited resources that HKIHA may afford, no Medical Officer and/or assistant coach may be engaged to head out together with the Hong Kong Team for the said Event. Therefore, Ms. Annie Kwan was under great workload and has to be responsible for all incidents and events during the said Event, including the sudden serious sickness of the member/player of the Hong Kong Team, not to mention the delayed arrival of the head coach for the said Event out of the bad weather condition of the place of his departure and the absence of any equipment manager as well for the Hong Kong Team for the Event. Further, the said Event was still on-going after the misfortunate and unpleasant event of the mis-playing of the National Anthem. Accordingly, in order not to disturb Ms. Annie Kwan, the Chairman of the HKIHA is considerate of the circumstances and difficulties being faced by Ms. Annie Kwan and would like to ask for explanation of details from her only after her return to Hong Kong from the said Event, which explains why there is a suggestion for response to the queries (being raised through whatsapp to the Chairman of HKIHA within around 24 hours after the incident) after the return of Ms. Annie Kwan, particularly when a preliminary report has been handed over to the Sports Federation & Olympic Committee of Hong Kong, China already on 1<sup>st</sup> March, 2023.

### **E. Allegation that no necessary details requested by the Sports Federation & Olympic Committee of Hong Kong, China is provided**

With due respect, HKIHA is at a loss as to what details being requested on the part of the Sports Federation & Olympic Committee of Hong Kong, China are not provided. In particular, HKIHA has provided, upon the request of the Sports Federation & Olympic Committee of Hong Kong, China, the following reports/reply :—

1. Reply by email on 1<sup>st</sup> March, 2023 (even before Ms. Annie Kwan is back to Hong Kong from the said Event);





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2. Report of 4 pages dated 10<sup>th</sup> March, 2023 ;

3. Report of 11 pages dated 20<sup>th</sup> March, 2023.

Accordingly, it is the considered opinion of HKIHA that if any information being provided on the part of HKIHA is really considered as not detailed enough, HKIHA should be specifically asked to provide for such further particulars. Otherwise, how may HKIHA be aware as to what other particulars or necessary details are still being requested without being pinpointed to the same ? Therefore, with due respect to your goodselves, HKIHA must say that it is neither administratively proper nor fair to allege HKIHA as providing “no necessary details” when HKIHA was not even informed as to what such details were being requested, notwithstanding its attempts in providing the Sports Federation & Olympic Committee of Hong Kong, China with all the aforesaid detailed reports.

**F. Conclusion that “such unwillingness and evasiveness reflect the failings of the Association (“HKIHA”) to communicate and cooperate with the Federation, as well as placing insufficient importance to the misplay of the national anthem and to uphold the dignity of the country”**

For reasons aforesaid, whilst HKIHA admit and confess once again that the attempts being made on the part of Ms. Annie Kwan, being the team leader of the HKIHA for the said Event, in procuring for verification of the proper and accurate National Anthem during the occasion of the said Event may not, when being scrutinized retrospectively, be sufficient, no matter how unintentional and how busily engaged Ms. Kwan may be during the said Event, we must pinpoint that :—

- (a) HKIHA has NEVER been “unwilling and evasive” in its response to the request of the Sports Federation & Olympic Committee of Hong Kong, China;*
- (b) HKIHA has never failed to communicate and cooperate with the Sports Federation & Olympic Committee of Hong Kong, China;*



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- (c) *HKIHA has never placed insufficient importance to the misplay of the national anthem; and*
- (d) *HKIHA has never placed insufficient importance to uphold the dignity of the country”*

HKIHA considers that each and every one of all the aforesaid allegations is a very serious allegation on your part against the HKIHA, which allegations on your part are hereby all seriously refuted and protested one by one. As stated above, the reason being that “insufficient attempts in procuring for verification of the National Anthem” is *entirely not equivalent to* “failure in handling and presenting the National Anthem in a dignified manner”. If HKIHA may not even successfully procure to present the correct version of the National Anthem, notwithstanding the attempts being made on the part of its team leader, Ms. Annie Kwan, then how may it be further asserted that HKIHA has presented the same not in a dignified manner or in whatsoever manner ?

In particular, we must say that we feel obliged to protest and object to your aforesaid serious allegations (*and we do seek for your indulgence of such response on our part for reason as follow*), as the HKIHA has all along abided the spirit of proper respect to the National Anthem as well as the National Flag of our country and therefore any unjustified allegation against the HKIHA to the practical effect that HKIHA has presented the National Anthem not in a dignified manner is considered on our part as particularly offensive and will be protested vigorously on the part of the HKIHA. Further, whilst HKIHA has made its best endeavors in replying to the request on the part of the Sports Federation & Olympic Committee of Hong Kong, China by virtue of its preparation and service to the Federation all the aforesaid reports/reply as stated in Item E above, we feel astonished to be accused of our failure to communicate and cooperate with the Sports Federation & Olympic Committee of Hong Kong, China !

### **G. Improvement of corporate governance of the HKIHA**

We agree with no hesitation at all that there do always exist space for





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improvement of the corporate governance of the HKIHA and we do also prepare and tender you with our reply in connection with this issue (with proposed plan of improvement to the corporate governance of the HKIHA), which shall be served upon your goodselves simultaneously with this letter of reply to the Sports Federation & Olympic Committee of Hong Kong, China.

Last but not the least, we must once again seek for your indulgence to such areas of our dispute and/or disagreement with certain allegations comprised in your said letter dated 4<sup>th</sup> April, 2023 against the HKIHA, as we trust that for the sake of fairness, though we admit the failure to procure for verification of the National Anthem with the Event organizer (notwithstanding of all the efforts on the part of Ms. Annie Kwan as the team leader of the HKIHA for the said Event from the very moment of the day of her landing with the Hong Kong Team up to the moment when the unpleasant event of misplaying of the National Anthem took place) may arise out of the neglect and/or oversight and/or misjudgment and/or misapprehension of Ms. Annie Kwan, such failure ought not be so interpreted as the basis in support of all such unjustified allegations against HKIHA which are seriously refuted and protested above, for reasons being mentioned aforesaid in details.

Yours faithfully,

Hong Kong Ice Hockey Association Limited

4<sup>th</sup> May, 2023



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# Hong Kong Ice Hockey Association Improvement Plan on Corporate Governance

## Foreword

With the background of the national anthem incident happened in Bosnia & Herzegovina, the Sports Federation & Olympic Committee of Hong Kong, China ("SF&OC") pointed out the Corporate Governance Issue of the Hong Kong Ice Hockey Association ("HKIHA"). The Corporate Governance Team had conducted an evaluation with HKIHA on the overall Corporate Governance in May 2021. The report was received shortly later.

Despite the fact that HKIHA had improved part as stated in the report, HKIHA is willing to make further improvement to enhance the Corporate Governance ("CG") based on the CG Review Report.

HKIHA has revised the Article of Association ("AOA") in 2022. It will be reviewed and revised again to enhance the CG this year.

As advised by Ms. Ada Cheng, Manager of the CG Team, the change of name shall be processed with the submission of revised AOA to the Company Registrar to save time and extra efforts. The revision of AOA is expected to be validated by July 15, 2023.





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### Executive Board

The Executive Committee (“EC”) comprises of 6 members, including the Chairman, the Vice Chairman & Honorary Treasurer, the Honorary Secretary and 3 committee members. All members were elected in accordance with the AOA by at least 25 ordinary members of HKIHA in 2022. All votes have been properly kept in record for verification if necessary.

#### *Training / Briefing for New Appointed Member*

Whenever a new appointed member is added to the Committee, HKIHA will offer a 7-day training to familiarize the member's with the operation of HKIHA and members' roles and duties in HKIHA. In the meantime, HKIHA will conduct briefings to familiarize them with the code of conduct, legislations on anti-corruption and equal opportunities, procurement procedure, accounting procedure and child safeguard policy.

The new Board Member will be briefed by a senior member. The seniors must be fully familiar with all codes and policies.

#### *Roles and Responsibilities of EC Members*

The roles and responsibilities of the Honorary Secretary and Honorary Treasurer have been stated on the Existing AOA.

#### *Honorary Secretary*

68. The Honorary Secretary shall be a member of the Executive Committee. The Executive Committee may from time to time appoint an Assistant Honorary Secretary and any person so appointed may act in place of the Honorary Secretary if there is no Honorary Secretary or no Honorary Secretary capable of acting. (a) The Honorary Secretary shall represent HKIHA and exercise general supervision over the affairs of HKIHA. (b) The Honorary Secretary shall be authorized to sign cheques, notes and other drafts upon HKIHA accounts jointly with the any member of the Executive Committee.

69. The Honorary Secretary shall have custody of HKIHA's Bye-Laws and Rules. He shall keep an accurate record of all proceedings of General Meetings and Executive Committee Meetings and of all correspondence and proceedings of HKIHA.



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## *Honorary Treasurer*

*70. The Honorary Treasurer shall be a member of the Executive Committee. The Executive Committee may from time to time appoint an Assistant Honorary Treasurer and any person so appointed may act in place of the Honorary Treasurer if there is no Honorary Treasurer or no Honorary Treasurer capable of acting.*

*71. The Honorary Treasurer shall be responsible for the receipts of all moneys payable to HKIHA. The receipt of the Honorary Treasurer or in his absence the Assistant Honorary Treasurer for all moneys coming to HKIHA shall be a sufficient discharge.*

*72. All moneys received by HKIHA shall be kept at an appointed bank and all cheques shall be signed by any two of the following persons: the Chairman of the Executive Committees, the Vice Chairman of the Executive Committee, the Honorary Secretary of HKIHA and / or the Honorary Treasurer of HKIHA.*

As reflected by the CG Team, the Honorary Treasurer is required to report the financial situation during Board Meetings. HKIHA has added this into the agenda of monthly EC Meeting.

The following areas will be added to the AOA this year.

1. Respective roles and responsibilities of the Chairman and Board Member
2. Proceedings for the disqualification of Board Members
3. Duties and responsibilities of the Secretariat
4. The maximum tenure a person may serve on the Board
5. Members' minimum attendance rate at Board Meeting
6. Mission Statement - listing the goal(s) with strategic operational plans and actions in achieving the goal(s)
7. Policies or guidelines covering the nomination and appointment of sub-committee and co-opt members
8. Handling procedures of video records for the entire EC Election process.





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## Nomination & Election of Board Members & Functional Committee Members

### *Nomination & Election of Board Members*

As stipulated in the AOA, each nominees must be an Ordinary Member of HKIHA and nominated by a minimum of 25 other Ordinary Members.

HKIHA has always kept proper record of the votes for the Election of Board Members to facilitate subsequent verification.

However, to enhance corporate governance, HKIHA will adopt the option of filing for the entire election process. Handling procedures of video records will also be devised later in the AOA.

### *Functional Committee Members*

#### HKIHA Sub-Committees

1. Men's Ice Hockey Committee
  - a. Function: Handle and deal with all affairs of the Senior Men's Team
  - b. Chairperson: Mr. Mike Kan
2. Finance / Audit Committee
  - a. Function: assist the Board of Directors in providing an independent review of the effectiveness of the financial reporting process, internal control and risk management system of the company, overseeing the audit process.
  - b. Chairperson: Mr. Fung Kwai Yau



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3. Youth Ice Hockey Development Committee
  - a. Function: Handle and deal with all affairs of the Youth Ice Hockey Team
  - b. Chairperson: Ms. Annie Kwan
4. Coaching, Officiating & International Transfer Committee
  - a. Function: Handle and deal with all affairs of the Coaches & Referees, and coordinate with the International Ice Hockey Federation (“IIHF”) on the coaching, officiating and international player transfer request.
  - b. Chairperson: Mr. Leo Kan
5. Women’s Ice Hockey Committee
  - a. Function: Handle and deal with all affairs of the Women’s Team
  - b. Chairperson: Ms. Adrienne Li
6. Inline Hockey Committee
  - a. Function: Handle and deal with all affairs regarding the Inline Hockey
  - b. Chairperson: Ms. Wong Suk Kwan

The board members are now discussing other suitable candidates for their respective Committee.

## Integrity Management

### *Codes of Conducts for Different Stakeholders of HKIHA*

The code of conducts for HKIHA Board Members, Employees, Coaches & Referees and Players are available on HKIHA Website since 2022. The Code of Practice for HKIHA Licensed Coaches & Referees are now available on HKIHA website.





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### *Commitment on Integrity Management*

We made the statement “*Hong Kong Ice Hockey Association has zero tolerance towards corruption and malpractice.*” at the page under “Code of Conduct” of HKIHA website.

### *Code of Conduct for HKIHA Board Members and Employees*

As stipulated respectively in the Code of Conduct for HKIHA Board Members and Employees, the procedure of handling gifts/souvenirs and the prescribed amount of permissible value (i.e. below HK\$5,000 for Board Member & below HK\$1,000 for employees) are clearly stated.

The code of conduct would be circulated once a year in the Annual General Meeting for signature of acknowledging the content.

In addition, HKIHA will circulate extracts of key probity requirements of Code of Conduct to the Board Members and Employees as a reminder before festive seasons in the mid-December where Christmas and New Year are coming.

## Selection Policy

### *Situation for Ice Hockey*

Owing to the fact that the pool of ice hockey is not as big as any other sports, in most cases the number of application for international competitions does not exceed the number of quota, despite the fact that we have put online registration for over a month and E-news was spread to all registered players.

Since the number of players required for each tournament varied, it is difficult to tell the exact number without reference to the category. Even more, the same tournament may change its requirement as to age group and number of player. For example, the last Winter



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Youth Olympic Games is a mixed-NOC event which we can only send 2 players selected by the IIHF to participate in the event. However, the upcoming Winter Youth Olympic Games is either a 3-on-3 tournament or a 6-Team tournament which consist of 13 players and 18 players respectively. Therefore, we can only specify the number of quota at the registration webpage.

## *The Policy*

The Selection Panel for Team Hong Kong includes the Selection Committee (i.e. Executive Committee), the Head Coach of the Team (to be appointed for participation in the particular event) and the Assistant Coach of the Team (to be appointed for participation in the particular event).

The Selection Policy for International Competitions is formed to embody the core values of equal opportunities, fair competition and impartiality in athlete selection.

The scope, definition, eligibility, selection process and selection criteria are included in the Selection Policy.

This Selection Policy will be applicable for all international competitions, including but not limited to Asian Winter Games, all IIHF Events, Winter Youth Olympic Games, National Games, Invitation Games, Challenge Games, and any other adults or youth tournaments that the team enters as “Team Hong Kong”.

HKIHA noted that the time for announcement of selection decision is also important and will be specified at the webpage of future program.

## **Appeal Mechanism**

The HKIHA Appeal Mechanism was set up and available on official website since 2022.





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### *Appeal Mechanism*

#### *Scope of Appeal Mechanism:*

*Appeals are strictly confined to grievance suffered as a result of a decision of the Selection Panel of the Tournament. Appeals shall be strictly confined to grievance suffered by the Appellant directly or by the Registered Individuals registered with it. The appeal committee will not accept or process any appeal made by the Appellant for or on behalf of a party other than itself or Registered Individuals registered with it.*

#### *Proceedings of Making an Appeal*

*A player who wishes to appeal against his/her non-selection in the roster for National Team in respect of the event he/she has applied to participate in, must lodge an appeal in writing to the General Secretary of Hong Kong Ice Hockey Association within 48 hours of the announcement of the Team Hong Kong Roster, clearly setting out the reasons for the appeal together with supporting documents (if any) and the appeal fee of HK\$1,000 delivered to Hong Kong Ice Hockey Association (cheque payable to: HongKong Ice Hockey Association Limited). If the appeal is upheld, the appeal fee will be refunded.*

*The General Secretary will convene a provisional appeal meeting comprising of at least three and no more than five members from HKIHA Members (who have had no part in the selection process), to hear and decide on the appeal. The General Secretary will inform the player of the Appeals Board's decision in writing within 14 days of the date of appeal.*

#### *Power of the Appeal Panel:*

*The Appeal Committee has the authority to uphold, vary or reverse the decision appealed against.*

#### *Mode of Deliberation:*

*The deliberations of the Appeal Panel shall be in private. The Secretariat will be absent during the deliberations and its input may be requested only on matters of its competence. Voting of the final deliberations will be restricted to the Appeal Panel as constituted for the case, even if alternates may follow the preparation of such deliberations. Every Appeal Panel Member shall cast a vote. Result is made by unanimous or a majority of votes.*

*The decision of the provisional appeal board shall be final.*

## Handling of Complaints

HKIHA has received Basic Procedures for handling complaints against National Sports Association ("NSA") by SF&OC 2023 on Apr 26, 2023. The Basic Procedures for Handling Complaints against Coaches & Referees, and from the Public is set out in a fair, impartial and objective manner and will be launched shortly.



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A comment or complaint box is now available on the HKIHA website. It serves as a channel not only for lodging and handling of complaints against coaches and referees but also from the members of the public.

## Administration of Membership

As of May 2023, HKIHA has 77 Individual Ordinary Members in total, including 4 Individual Junior Members, 4 Individual Affiliate Members & 10 Registered Clubs. The HKIHA Existing Member List is now available on website.

### *Application to be HKIHA Member*

The HKIHA Membership Form can be found on HKIHA website. For the convenience of the public, both Chinese & English are available to download.

The table below listing the right on different classes of memberships.

	<b>Attend General Meeting</b>	<b>Vote in General Meeting</b>	<b>Nominator/Nominee in EC Election</b>
<b>Affiliate Member</b>	Yes	No	No
<b>Junior Member</b>	Yes	Yes	No
<b>Ordinary Member</b>	Yes	Yes	Yes
<b>Club Member</b>	Yes	Yes	No

Eligibility requirements to apply for membership of HKIHA is as follows:

- i. Hong Kong Permanent Residents
- ii. Physically and mentally in good health
- iii. No criminal record





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iv. No history of breaching HKIHA's code of conduct

All membership application will be approved in monthly Executive Committee Meeting, provided that the applicant meets all eligibility requirements above. Applicants will only be assessed by the above 4 eligibility requirements in the EC Meeting. Results will be notified within 6 weeks upon receipt of the completed application form (with all required documents submitted).

### *Club Membership*

As questioned by SF&OC all HKIHA registered clubs do not have a vote in the General Meeting. The board members discussed the issue recently and welcomed all registered clubs to become ordinary club member with voting rights at the general meeting. In view of the revision of AOA to be completed in July, all registered clubs will be eligible to vote in the Annual General Meeting this year.

## Staff Administration

### *Staff Handbook*

In mid-2022, all NSAs are requested to formulate their own Staff Administration Policy which has to be effective from 1<sup>st</sup> July 2023. HKIHA is not an exception to this. The Staff Administration Policy had been set up according to the template provided by the Hong Kong Institute of Human Resource Management, which covers Human Resources Policy and Terms & Conditions, Code and Discipline, Code of Ethics, Accountability, Code of Conduct & Prevention of Bribery & Corruption.

The General Secretary shall be responsible for reviewing this policy occasionally to ensure that it meets legal requirements and reflects best practice.



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## *Financial Management*

Furthermore, in accordance with the accounting procedures established by the Leisure and Cultural Services Department (“LCSD”), HKIHA is required to appoint one staff responsible for accounting and financial management. HKIHA has all along appointed one paid-staff as Accounting Officer (AO) to handle all accounting duties of HKIHA. Besides, the AO shall conduct random checks and internal audits periodically. The AO is an independent staff and report directly to the General Secretary and the Honorary Treasurer.

The General Secretary has reminded the AO to restrict classified information to authorized persons and on a need-to-know basis, which also enables the division of labour for administration and accounting to be properly implemented.

As a reminder for all staff and board members on the fundamental principles respectively in handling financial transactions and in the procurement of goods and services, the accounting procedure and procurement guideline will be circulated once a year. All staff must sign for acknowledging the contents.

## *Briefing with New-Joined Staff*

Whenever there is a newly joined Employee, HKIHA will conduct briefings to familiarize them with the code of conduct, legislations on anti-corruption and equal opportunities, procurement procedure, accounting procedure and child safeguard policy.

New-joined employee will be briefed by senior staff. The seniors must be fully familiar with all codes and policies.





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### Compliance

HKIHA adopts Code of Conduct and Code of Ethics of IIHF in IIHF Events and in most of the international competitions.

Nevertheless, in Asian Winter Games and Olympics, HKIHA is fully committed to oblige with the Olympic Charter, International Olympic Committee Code of Ethics and Code of Asian Federation.

Public statement on the compliance with Olympic Charter, International Olympic Committee Code of Ethics and SF&OC has been made on HKIHA's website.

### Others

#### *Conflict of Interest*

All HKIHA Board Members and Employees are required to declare any existing or potential conflict of interest in handling any dealings related to HKIHA once a year at the Annual General Meeting. All declarations were properly kept for HKIHA record.

In consideration of the fact that 1) HKIHA has no employment relationships with Coaches and Referees 2) Coaches and Referees do not perform their duties in the office or secretariat of HKIHA, and 3) Coaches and Referees do not have any channels or powers to influence the decisions of HKIHA, Coaches and Referees are not required to declare conflicts of interest.

#### *Equal Opportunity Policy*



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HKIHA advocates equal opportunities for all staff, members, committee members, referees & coaches, clubs members and related parties who are entitled to be treated with dignity and respect irrespective of gender, marital status, disability, race and family status.

HKIHA has zero tolerance towards any unlawful acts of harassment, discrimination, vilification or victimization and it will uphold this principle in all of its operations.

HKIHA has set up the Equal Opportunity Policy in bilingual, which can be found on the website.

### *Child Safeguard Policy*

HKIHA is committed to ensuring the best care and protection for children. All children, regardless of their age, sex, ability, culture, ethnicity, religious belief and gender identity, enjoy the same guaranteed rights. We will not tolerate any form of child abuse.

This policy applies to all persons working for or representing HKIHA in any capacity, including board members, committee members, officers, club members, and coaches and referees.

The scope, definitions, handling procedures and principles for handling cases, measures are outlined in the Child Safeguard Policy. The Child Safeguard Policy is uploaded on HKIHA website.

HongKong Ice Hockey Association Limited

4th May 2023