



**Internal Regulations of the University Sports Federation of Hong Kong, China Limited  
(updated as at 14 November 2025 )**

**GENERAL PROVISION**

Unless otherwise specified in these Internal Regulations, the Federation shall operate in accordance with the provisions of the Company Ordinance of Hong Kong.

**1. SUBSCRIPTION**

**Membership Fee**

Each member shall pay an annual membership fee. The amount will be decided at the Annual General Meeting. This subscription shall be valid for 12 months from September through August of the following year.

**Competition Entry Fees**

Entry fees for any competition must be paid in full prior to the competition date as prescribed by the Council. Members who fail to pay the entry fees will not be allowed to compete in that competition. The fees for each competition will be determined at the Annual General Meeting.

**2. STRUCTURE and COMMITTEES**

The Federation shall have three permanent executive groups namely a Council, an Executive Committee, a University Games Committee, and four functional committees, namely an Audit and Finance Committee, a Development Committee, a Human Resources Committee, and a Sponsorship and Marketing Committee.

The Council may form other sub-committees on specific functions from time to time and on ad hoc basis.

**Council**

- (a) The Council is the board of directors and the Council members are the directors of the Federation as defined in the Company Ordinance.
- (b) The power, responsibility and conduct of the directors are governed by the Company Ordinance.
- (c) The Company Ordinance has given the Directors all the power they need to manage the Company/Association.
- (d) The Council shall have executive members consisting of Chairman and a

Secretary to be elected biannually at the Council Meeting by voting of Council members attending the Council Meeting and by a simple majority. No proxy shall be accepted.

- (e) The Council Chairman is the official representative of the Federation.
- (f) The Chairman of the Council shall hold office for a term of 2 years but shall be eligible to stand for re-election, with a maximum of 2 consecutive terms (i.e., 4 years). The tenure shall be valid from 1 July through 30 June of the following two years, unless an election has not been held within this period. In such a case, the term will be extended by a period of no more than 3 months. If an election is held during this extended period, the newly elected Chairman's term shall take effect immediately upon election.

### **Executive Committee**

The Chairman of the Executive Committee shall hold office for a term of 2 years but shall be eligible for re-appointment. The tenure shall be valid from 1 September through 31 August of the following two years.

- (a) Terms of Reference:  
The Executive Committee is responsible for the following:
  - (1) To plan, organize, and execute all local sports competitions and events hosted by the University Sports Federation of Hong Kong, China Limited (USFHK).
  - (2) To provide oversight of the administrative and operational functions of the Federation.
  - (3) To implement decisions passed by the Council, report on the progress and make recommendations as required.
  - (4) To amend regulations governing competitions to ensure fairness and compliance with the latest international rules, where applicable.
  - (5) To endorse the appointment of convenors, who will plan and manage specific competitions or events.
- (b) Composition and Roles  
The Executive Committee (EC) shall have a Chairman, a Secretary, a Treasurer, an Internal Auditor (when necessary), a Public Relations Officer, a Resource Officer, with each member institution shall appoint a full time Physical Education staff member or sport professional to serve on the Executive Committee.

#### **Chairman**

The Executive Committee Chairman shall be appointed by the Council Chairman. The EC Chairman shall oversee coordination of local sports activities of the Federation; act as the representative of the Federation (in the absence of the Council Chairman and/or his/her delegate) in all its external and internal matters; and carry out all decisions which are passed by the Council.

#### **Secretary**

The Secretary shall be responsible for the handling of all the Federation's correspondence and the keeping of all records and minutes of meetings.

**Treasurer**

The Treasurer shall be responsible for budget planning and management of the account of the Executive Committee.

**Internal Auditor**

The Internal Auditor shall be responsible for the checking of the accounts of the Federation.

**Public Relations Officer**

The Public Relations Officer shall be responsible for the preparation of press releases and other public relation on matters concerning the Federation.

**Resource Officer**

The Resource Officer shall be responsible for the stock keeping of the resources of the Federation.

(c) **Convenor(s)**

Convenor(s) for every competition/event shall be nominated by respective institutions and appointed by the Executive Committee. The Convenor(s) shall be responsible for the planning and efficient running of that competition/event.

(d) **Meetings**

- (1) The Executive Committee shall meet once every month or more often during the competition season as the Chairman may determine. The quorum shall consist of not less than one half of members.
- (2) Members are expected to maintain a minimum attendance rate of 85% at EC meetings.
- (3) All Convenors shall meet with the Executive Committee at least twice in a year, before and after the Inter-varsity competitions, normally in September and May. The dates shall be determined by the Chairman of the Executive Committee.

(e) **Regulations**

- i. The Executive Committee shall reserve all rights to amend any regulations pertaining to all competitions.
- ii. If applicable, all competitions shall adopt the most recent international rules and regulations.

**University Games Committee**

The Chairman of the University Games Committee shall hold office for a term of 2 years but shall be eligible for re-appointment. The tenure shall be valid from 1 September through 31 August of the following two years.

(a) **Terms of Reference:**

The University Games Committee (UGC) is responsible for the following:

- (1) To formulate policy, solicit funding, and coordinate participation in non-local University Games and Championships mainly organized by the International

University Sports Federation (FISU), the Asian University Sports Federation (AUSF), and the Federation of University Sports of China. (FUSC)

- (2) To determine the appointment and/or selection of team officials and athletes to represent the Federation in various university competitions under the name of “Hong Kong, China” or “HKSAR”.
- (3) To review and provide recommendations on the selection criteria for athletes and make final decisions on athlete selection based on the stipulated criteria.
- (4) To facilitate an athlete selection system and to monitor the implementation and progress of the athlete selection process to ensure that it is conducted impartially and transparently.
- (5) To address concerns raised by athletes and the public during the athlete selection process.

(b) Composition and Roles

The UGC shall consist of a Chairman, a Secretary, and Members, with each member institution nominating a maximum of one staff member (preferably senior member) to serve. Members of the Committee shall hold office for a term of two years and are eligible for re-appointment.

(1) Chairman

The Chairman of the University Games Committee shall be appointed by the Council Chairman. The Chairman shall coordinate activities related to competitions/events between Hong Kong and overseas counterparts and hold the meetings with respective local sports authorities including LCSD, NSAs, and other relevant organizations to coordinate UGC-related affairs. The UGC Chairman or his/her delegates shall represent the UGC of the USFHK in meetings conducted by the International University Sports Federation (FISU), the Asian University Sports Federation (AUSF), and the Federation of University Sports of China (FUSC), among others.

(2) Secretary

The Secretary of the University Games Committee shall be appointed by the Chairman of the Committee. The Secretary shall be responsible for handling of all the Committee’s correspondence, minutes of meeting and preparation of reports.

(3) Member

Each member institution shall nominate a maximum of one senior staff member to serve the University Games Committee. Members shall be responsible for planning and efficient running of all matters related to the University Games Committee.

(4) External Advisor

The External Advisor to the University Games Committee shall be appointed by the Council Chairman, in consultation with the UGC Chairman. To ensure objectivity and impartiality, at least one external advisor would be invited to join the committee and provide his/her professional insights, as needed.

(c) Powers of the UGC

The UGC is empowered to:

- (1) Request athletes and coaches to submit relevant documents and

- information to support the selection process;
  - (2) Make suggestions and recommendations on the selection of athletes and coaches; and
  - (3) Revise the selection guidelines and procedures for athletes and coaches when needed.
- (d) **Minimum Attendance Rate**  
Members are expected to maintain a minimum attendance rate of 85% at UGC meetings.
- (e) **Decision-Making in Case of Equal Scores**  
The UGC will make decisions based on the evaluation result for each athlete. In the event of a tie score where the available quota is insufficient, the Committee shall determine the final selection based on the following methods:
- (1) Make decisions on a majority upon consideration of the designated team coach's evaluation; or
  - (2) Apply any other appropriate and applicable method as deemed appropriate.
- (f) **Meetings**  
The University Games Committee shall meet once every quarter or more often as the Chairman deem necessary. The quorum shall consist of not less than one half of members.

### **Sub-Committees**

The Council Chairman may appoint Sub-Committees for such purpose as may be deemed advisable.

- (a) The Chairman and members of Sub-Committees shall hold office for a term of 2 years but shall be eligible for re-appointment. The tenure shall be valid from 1 July through 30 June of the following two year.

## **3. ELIGIBILITY OF STUDENT PARTICIPANTS**

- (a) students from **17-35** years of age
- (b) All **full-time** postgraduate and undergraduate/associate degree/higher diploma or equivalent students in active status of member institutions are eligible to compete in the Inter-varsity competitions. Students who have registered at least 1 course (with/without credit/unit) throughout the competition period are considered eligible. For students who are eligible to play only one semester for any events other than 1- or 2-day events, the cut-off day should be the day before the start of the 2nd/B/Spring/Winter semester/term of the current academic year of their institution. Such players should be highlighted in the enrollment form by their respective institution.
- (c) Within the current academic year, any ineligible player/athlete found to have participated will result in immediate disqualification. The match(es)/event(s) in which they participated will be forfeited, and the involved team(s) will be suspended from participating for the remainder of the current academic year and the following year if the number of forfeited games exceeds one.

- (d) The Council shall reserve all rights on determining a student's eligibility.

#### **4. COMPETITION APPEAL BOARD**

- (a) Any appeal must be in writing and shall be submitted to the Convenor of that competition within 72 hours of the incident (excluding Saturday, Sunday and public holidays).
- (b) An appeal fee of HK\$3,000 together with a letter setting out the grounds of appeal must be submitted before the appeal can be considered. The appeal fee shall be refunded should the decision be in favour of the appellant.
- (c) An appeal shall be heard within 14 days after it has been received in writing.
- (d) Notice of appeal must be signed either by Council Members or Executive Committee Members of the institutions making the appeal.
- (e) A minimum of 3 members of the Appeal Board shall be appointed by the Council.
- (f) The decision of the Appeal Board shall be final.

\*Teams that walkover more than once during the season will be suspended from participating the following year.

#### **5. DISCIPLINARY MATTERS**

- (a) The Disciplinary Board, appointed by the Council, shall be in charge of all disciplinary matters.
- (b) Violation of Federation's Rules and Regulations could lead to a temporary or indefinite suspension of member institutions.
- (c) Convenors for competitions shall report to the Disciplinary Board any infraction of rules within 7 days of the incident. The Council Chairman shall consider this report within the following 7 days.

\*\*In any case, if a second verbal warning is given to the same member institute, a Disciplinary Board will be appointed by the Council to discuss a penalty for this institute. Any first-time verbal warning will be recorded and valid for 5 years.

#### **6. SELECTION APPEAL BOARD**

- (a) Terms of Reference

The Appeal Panel, established by the Council, handles appeals related to athlete selection and other matters, with responsibilities to:

- (1) To consider whether the appeal has merit, e.g., any eligible grounds;

- (2) To review whether the decision is made in compliance with the Guidelines and Procedures set down for particular purposes;
- (3) To review whether the decision made by the related Committee and/or officials and/or authorities is reasonable/appropriate/correct;
- (4) To assess related and collected evidence and documents;
- (5) To hear the appeal;
- (6) To make a final judgement towards the appeal and provide suggestions for subsequent actions; and
- (7) To provide a record of the appeal process and reasons for the decision to the Council.
- (8) The composition of the appeal board shall adhere to clause 4.2.3 of the "Selection Criteria of Athletes for USFHK Representative Teams."

(b) Terms of Appointment

The Appeal Panel will be dissolved upon completion of the appeal process.

(c) Replacement of Panel Members

In case where a member of a formed Appeal Panel resigns from participation in the Panel before the expiration of his/her duties are completed, or if for any reason a vacancy arises, the Council has the authority to endorse the appointment of a substitute panel member.

(d) Appeal Proceedings

- (1) The Appeal Panel will examine any necessary documents and information, review the appeal in accordance with set down criteria used during the process together with information obtained from the hearing.
- (2) The Appeal Panel is encouraged to make reference to decisions made in past appeal cases of similar nature as supporting information during their decision-making process.
- (3) If the Appeal Panel decides to conduct a hearing, USFHK shall announce the list of panel member and issue a hearing notice with detailed information to the appellant via email or by post or any other applicable method at least five or more working days before the hearing date.
- (4) Decision and follow-up actions, if any, will be made by a majority decision or consensus. The Appeal Panel should timely report the decision and/or follow-up actions to the Council Chairperson, with a copy sent to the UGC Chairperson, within seven working days following the Appeal Panel meeting. The decision made is a final decision and will be announced to the appellant in accordance with the time pledge.

(5) The Appeal Panel should record the decision-making date, voting result, all salient points in the discussion, views of each panel member, reasons for the decision and relevant issues etc. in either written or electronic formats for retention and future reference.

(e) Retention of Appeal Documents

The retention period for all documents relating to the appeal document is 5 years after the announcement.

(f) Personal data collection

The USFHK is committed to handling all personal information obtained during the appeal process in compliance with the Personal Data (Privacy) Ordinance.