

Appeal Mechanism and Procedures on Membership Matters
Hong Kong, China Tennis Association
(approved by HKCTA council on May 24 2025)

Appeal Panel

1.1 Establishment of the Appeal Panel

1.1.1 Powers and Terms of Reference

- **Scope of Work:** The Appeal Panel is responsible for reviewing appeals related to membership decisions, ensuring that these appeals are handled fairly and efficiently.
- **Powers:** The panel has the authority to:
 - Review appeals and request additional information.
 - Make decisions based on the evidence presented.
 - Provide recommendations to the Council of HKCTA if necessary.
- **Duties:** The panel must:
 - Ensure that all appeals are processed in a timely manner.
 - Maintain confidentiality throughout the appeal process.
- **Responsibilities:** The panel is accountable for:
 - Ensuring that decisions are made impartially and based on the evidence provided.
 - Reporting the outcome of appeals to the Council of HKCTA in a clear and transparent manner.

1.1.2 Panel Composition

- **Independence:** More than half of the panel members, including the Chairperson, shall not be involved in the original decision-making process.
- **Appointment:** The panel, including its chairperson, should be appointed by the chairman of the Membership and Corporate Affairs Committee.

1.1.3 Size of the Panel

- Three members shall be appointed by the chairman of the Membership and Corporate Affairs Committee with diverse perspectives while maintaining efficiency.

1.1.4 Requirements on Panel Members

- **Background and Expertise:** Members should have relevant knowledge in the sport of tennis or laws.
- **Independence:** Consideration shall be given to appointing at least one member without any affiliation with HKCTA onto the Appeal Panel to ensure impartiality.

1.1.5 Terms of Appointment

- If a standing panel is established, the chairman of the Membership and Corporate Affairs Committee shall specify the term length and conditions for reappointment.

1.1.6 Replacement of Panel Members

- In the event of a vacancy or inability of a panel member to continue serving, the chairman of the Membership and Corporate Affairs Committee shall appoint a replacement member following the same criteria as the original appointment.

1.1.7 Declaration of Conflict of Interests

- All panel members shall declare any potential conflicts of interest prior to participating in any appeal proceedings. If a conflict is declared, the member shall recuse themselves from the appeal.

1.1.8 Formulation of Membership Database for Appeal Panel

- The panel shall include at least one member with legal expertise, who shall be selected from the list of solicitors or database published by the Law Society of Hong Kong, ensuring that legal perspectives are adequately represented in the appeal process.

Appeal Procedures

2.1 Eligible Grounds for Appeal

- **Error of Fact:** Decisions based on incorrect facts.
- **Procedural Irregularity:** Serious procedural errors in the decision-making process.
- **New Evidence:** Significant new evidence not previously available.

2.2 Timeframe for Lodging an Appeal

- **Standard Period:** Within seven to fourteen days after notification of the decision.

2.3 Method for Lodging an Appeal

- **Channels:** HKCTA accepts appeals in writing, via post, or email.
- **Required Documents:** The appeal must be accompanied by:
 - A clear statement of the grounds for appeal.
 - Relevant supporting documents or evidence.
 - Contact information for the appellant.

2.4 Rules of Proceedings

- **Quorum:** A minimum number of two panel members shall be required for a valid meeting.
- **Deliberation Mode:** Appeals may be reviewed on paper or through a hearing.
- **Information Required:** Appellants shall provide case details and relevant precedents.
- **Hearing Procedures:** The following information shall be shared with the panel members and the appellant prior to the hearing:
 - List of panel members.
 - Notice period of the hearing.

- Date and time of the hearing.
- Location of the hearing (at the Olympic House office of HKCTA).
- Documents to be shared with the appellant prior to the appeal.
- Hearing procedures.
- Method of hearing (e.g., in-person, video conference).
- Deliberation method (by majority decision or by consensus)

2.5 Deliberation Method

- **Decision Reporting:** Once a decision is reached by the Appeal Panel, it shall be reported to the Council of the HKCTA. Such decision shall be final and conclusive.

2.6 Documentation and Notification

- **Documentation:** The following information shall be documented before the closing of the appeal: decision date, voting result, discussion between panel members, reasons to come up with the decision, time and method of notifying the appellant of the decision outcome. Such documents shall be kept for a minimum of two years.
- **Notification:** Appellants shall be informed within two days from the time the decision has been reached.

2.7 Confidentiality

- **Commitment to Confidentiality:** All appeal-related information shall be kept confidential. The handling of all personal information obtained during the appeal process shall be done in compliance with the Personal Data Privacy Ordinance.

2.8 Fee for Lodging an Appeal

- **Fee:** No fee is required by the initiation of the appeal process.
-

These guidelines shall be reviewed by the Membership and Corporate Affairs Committee periodically and subject to modification from time to time.