

Hong Kong, China Tennis Association
Governance Manual

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Governance Statement, Organizational Structure and Codes

Document 1

Statement of Commitment to Good Governance

Hong Kong, China Tennis Association

(Revised as of March [], 2025)

As the national sport association responsible for the promotion and development of tennis in Hong Kong, the Hong Kong, China Tennis Association (HKCTA) recognizes the importance of upholding the highest standards of governance, transparency, and integrity in all aspects of our operations. Our commitment to good governance is central to our mission to promote the sport of tennis to all and to ensure that it is administered in a manner that is fair, inclusive, and accountable.

Our Commitment:

1. Integrity and Transparency

HKCTA is committed to conducting its affairs with the utmost integrity and transparency. We will ensure that our decision-making processes are clear, consistent, and accessible to all stakeholders. Financial transparency and accountability will be maintained through regular audits and adherence to best practices in financial management.

2. Accountability

We hold ourselves accountable to our members, athletes, coaches, and the wider community. This includes being responsible stewards of the resources entrusted to us and ensuring that all actions taken by HKCTA align with our mission and values.

3. Inclusivity and Fairness

HKCTA is dedicated to fostering an inclusive environment where all participants, regardless of background, are treated with fairness and respect. We will actively work to eliminate any form of discrimination within the sport and to promote equal opportunities for all.

4. Compliance with Laws, Regulations, and International Standards

HKCTA will comply with all applicable laws, regulations, and standards governing sport organizations in Hong Kong. Additionally, we are committed to adhering to the Olympic Charter, the IOC Code of Ethics, the Articles of the Sports Federation & Olympic Committee of Hong Kong, China (SF&OC), and the Codes of the Asian Tennis Federation. This includes upholding the

principles of fair play, non-discrimination, and respect for international sports regulations.

5. Ethical Conduct

All members, employees, and representatives of HKCTA are expected to uphold the highest ethical standards in their conduct. We will promote a culture of honesty, respect, and integrity in all interactions and will address any unethical behavior promptly and effectively.

6. Stakeholder Engagement

We value the input and participation of all our stakeholders, including members, athletes, parents, coaches, officials, volunteers, and the broader tennis community. HKCTA will actively engage with stakeholders to ensure that their voices are heard and that their needs and concerns are addressed in our governance processes.

7. Fair Membership Application Standards

HKCTA is committed to establishing fair and transparent membership application standards. We will ensure that the membership process is conducted equitably and in alignment with principles of openness and accessibility. We also pledge to uphold the principles set down by the Competition Commission to promote fair competition and prevent anti-competitive practices.

8. Continuous Improvement

HKCTA is committed to the continuous improvement of our governance practices. We will regularly review and update our policies, procedures, and structures to ensure that they remain effective and aligned with best practices in the governance of sport.

Conclusion:

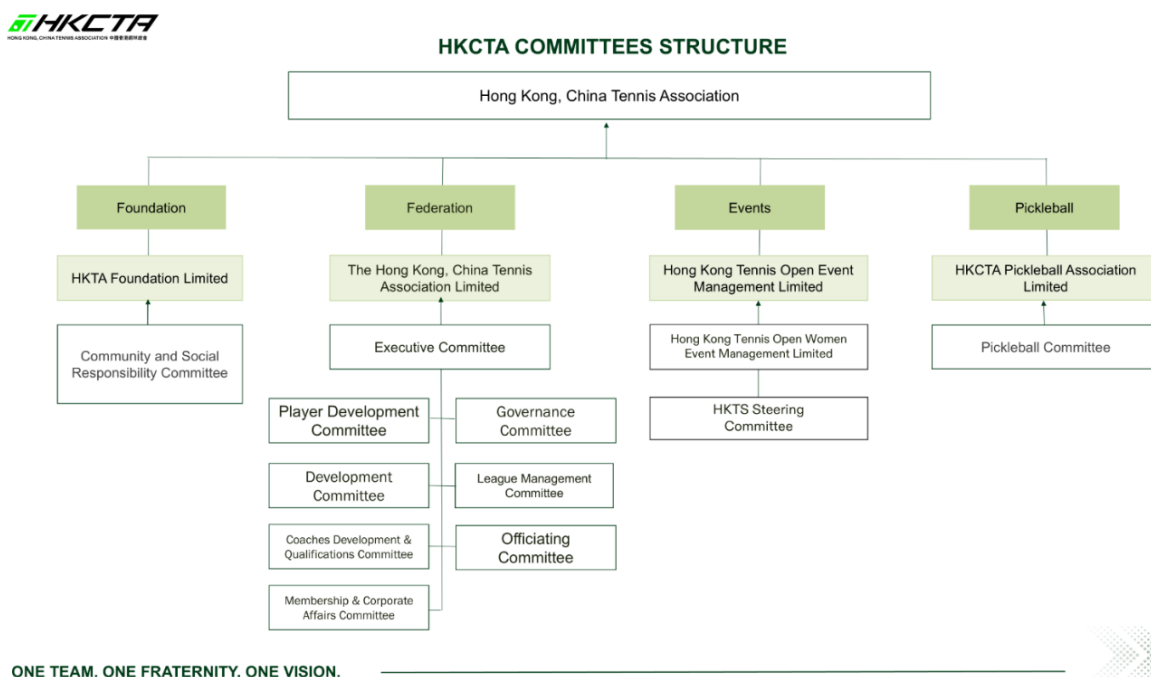
The Hong Kong, China Tennis Association is dedicated to upholding these principles as the foundation of our governance framework. By committing to good governance and compliance with international sports standards, we aim to strengthen the trust and confidence of our members, stakeholders, and the broader community, and to ensure the long-term success and sustainability of tennis in Hong Kong.

Approved by the Council of Hong Kong, China Tennis Association on [], 2025.

Document 2

**Hong Kong, China Tennis Association
Rules of Functional Committees and Committee Structure
(last updated [March 3], 2025)**

1. The Committees of the Hong Kong, China Tennis Association (“HKCTA” or “Association”) are organized as follows:



2. Committee Chairpersons must be members of the Council and are appointed each year at the first Council Meeting following the AGM.
3. Nomination of Members & Vice Chairmen for Committees must be submitted by Chairpersons to the Executive Committee (EXCO) for approval within one month after the AGM.
4. The minimum number of committee meetings is two times each year.
5. Unless otherwise approved by the Council, the number of members on each committee should not be less than 3 and should not be more than 12. This excludes ex-officio members.
6. Unless otherwise provided in the Term of Reference of the committee, the quorum for each committee shall be the greater of: (i) one-third of the total number of members in the committee excluding ex-officio; or (ii) 3.

7. The Chief Executive Officer, when available, should be on all committees as a non-voting ex-officio member.
8. Committee meetings should be held in the HKCTA offices at the Victoria Park or Kowloon Tsai Park whenever the rooms are available. If the rooms are not available, they should be held at the meeting rooms of Olympic House or in a private meeting room. They should not be held in public areas of restaurants or public dining areas of clubs. Reimbursement of the cost of refreshments at up to \$150 per person may be claimed by committee members attending the meeting. Parking charges for attending the meeting may also be claimed by producing parking receipts.
9. Before confirming the date for a meeting, the Committee Chairpersons should ensure that most members will be available for the meeting.
10. Committee Members should normally be notified of dates for meetings at least 7 days in advance.
11. Members should read the relevant papers before the meeting, and the Chairpersons should try to conduct the meeting efficiently so that it would not normally last for more than two hours.
12. Agendas and relevant papers must be circulated electronically before meetings, and Minutes of meetings must be kept and signed.
13. Minutes should be completed and circulated to all Committee members preferably not more than 14 days after the meeting.
14. Minutes must be presented in the HKCTA Council brief.
15. Minutes must be filed in each Committee Minutes Book at the HKCTA office.
16. Committees must submit a budget and yearly plan for their proposed programmes for the following year at least two months before the end of the current financial year.
17. A Committee may approve any unbudgeted expenditure between HK\$5,001 and HK\$10,000 with the approval of the Chief Executive Officer. This must then be reported to EXCO.
18. Unbudgeted expenditure between HK\$10,001 and HK\$20,000 must be approved by EXCO. Unbudgeted expenditure of more than HK\$20,000 must be approved by the HKCTA Council.
19. Any official communication with the media, overseas institutions, HK government, or quasi-government bodies must be done either together with the President, the Hon. Secretary, or the Chief Executive Officer, or with their consent.
20. The following items should be approved by EXCO/Council before implementation:
 - (a) Important decisions, policies, or rule changes.
 - (b) Formation of permanent sub-committees.

21. Maximum Number of Functional Committees an Individual May Serve:

- (a) To ensure effective participation and governance, an individual may serve on a maximum of three (3) functional committees at any given time.
- (b) This limitation does not apply to ex-officio members who serve by virtue of their position within the Association.
- (c) Any exceptions to this limit must be approved by the Council on a case-by-case basis.

22. Co-opted Members in Functional Committees:

- (a) Co-opted members may be invited to join functional committees to provide expertise or assistance on specific matters.
- (b) Co-opted members may not serve as the Chairperson of any functional committee.
- (c) The proportion of co-opted members within any functional committee shall not exceed one-third of the total committee membership.
- (d) Co-opted members shall not have voting rights within the functional committees.

23. Timely Announcement of Committee Appointments:

- (a) The appointment of Committee Members, including Chairpersons and Vice Chairmen, must be announced to all relevant stakeholders within three weeks after approval by the Executive Committee.
- (b) The announcement should be made through official communication channels, including the Association's website, to ensure transparency and awareness among members.
- (c) Any changes to committee appointments during the year must also be communicated promptly through the same channels.

Approved by the Council of Hong Kong, China Tennis Association on [], 2025.

The document will be reviewed periodically and is subject to modification based on the review.

Document 3

ROLES AND RESPONSIBILITIES

1. Purpose

To provide a clear outline of the roles and responsibilities of the Council members of the Hong Kong, China Tennis Association ('Association'), and the Secretariat.

2. Background

The Council of the Association is outlined in the Association's Articles of Association ("Articles"), which states "Council" means the Council of the Association as constituted in accordance with the Articles and "Councillors" means the Officers of the Association and members of the Council, who shall be the "directors" of the Association within the meaning of the Companies Ordinance (39(b)).

3. Composition of Council

As outlined in Article 40 of the Articles, the Council shall consist of:

(a) Officers of the Association

- (i) President
- (ii) Honorary Secretary
- (iii) Honorary Treasurer
- (iv) Immediate Past President (if any)
- (v) Three Vice-Presidents (who are elected amongst the Members of the Council)

(b) Other Members

- (i) Up to 12 directly elected Council Members (including the three Vice-Presidents)
- (ii) 1 Council Member nominated by Hong Kong Tennis Foundation Limited
- (iii) Up to 2 Council Members elected amongst those people having direct financial interest on the game as set out in Article 46(b)

4. General Roles and Responsibilities of Council Members

- (a) Attend Council meetings.
- (b) Oversee the general business and affairs of the Association.

- (c) Make rules as to all matters of business duties, management, regulation or otherwise which may be deemed necessary by the Council so far as not already expressly provided by for the Articles.
- (d) In accordance with the powers governed by the Articles, devise strategic directions and plans on the operations and development of tennis.
- (e) Provide advice and assistance to further the objects and goals for which the Association is established, as stated in the Articles.
- (f) Formulate and review policies, guidelines and procedures on major issues of governance for the Association.
- (g) Ensure that the Association's guidelines and procedures comply with related rules, regulations and requirements from all relevant authorities.
- (h) Ensure the Association, its staff and Council Members adhere to the Articles in all matters.
- (i) Oversee the day-to-day operation of the Association, implementation of policies, guidelines and procedures and conduct risk assessment as appropriate.
- (j) Formulate annual operational plans and clear targets.
- (k) Approve budgets & financial plans, and monitor financial situation.
- (l) Appoint & dismiss members from functional committees and appeal panels according to the stipulated guidelines and procedures.
- (m) Appoint and dismiss employees with such titles, powers and duties as well as remuneration according to the set down guidelines and procedures.
- (n) Appoint an external auditor to audit the financial statements of the Association.
- (o)
- (p) Consider any recommendation(s) on the revision of guidelines and procedures of the Association. Communicate with stakeholders, including members, athletes, coaches, umpires, officials, sponsors, and the public and address complaints/concerns raised.
- (q) Evaluate performance of the Association and its senior management.
- (r) Report to the Council on discussions and decisions made in committee meetings.
- (s) Create and maintain relationships beneficial to the interests of the Association.
- (t) Advise on the entering into of commercial or other transactions or arrangements to directly or indirectly advance the interests of the Association.

- (u) Assist with the search or procurement of sponsors or benefactors for the Association.
- (v) Chair Council Meetings or General Meetings where the President or Vice Presidents are not present.
- (w) Delegate powers and duties to committees comprising either Officers of the Association and members of the Council or other persons and/or members of the Council with other persons, provided that the powers so delegated are specified in each such circumstance.
- (x) Appoint any person to be a Council Member to fill up any vacancy in the Council's number for which provision is not otherwise made in the Articles.

5. Roles and Responsibilities of Officers of the Association

(a) President

- (i) Provide primary leadership to the Association.
- (ii) Publicly represent the Association and act as the face and spokesperson of the Association, including in the media.
- (iii) Lead the establishment of both long-term and short-term goals for the Association.
- (iv) Ensure the Association's compliance with its stated mission, in accordance with the Articles of Association.
- (v) Create and maintain relationships within both the tennis community and the wider community.
- (vi) Chair the Council and preside over Council meetings.
- (vii) Chair General Meetings.
- (viii) Cast a determining vote for resolutions or decisions that receive an equality of votes at General and Council meetings.

(b) Honorary Secretary

- (i) Carry out and take responsibility for the administrative tasks needed to facilitate Council and General meetings.
- (ii) Seek agenda items from Council members and oversee the preparation and circulation of a written agenda in good time before each Council meeting. Ensure

copies of relevant documents are included in the agenda to assist the Council in its decision making.

- (iii) Oversee the preparation of meeting minutes following Council meetings.
- (iv) Ask the meeting chair to approve the minutes.
- (v) Oversee proper record keeping for the Council.
- (vi) Ensure general meetings, including Annual General Meetings are held and conducted in accordance with the Articles.

(c) Honorary Treasurer

- (i) Act as the primary overseer of the general financial management of the Association on behalf of the Council, in co-ordination with the CEO and Association head accounting officer.
- (ii) Oversee the financial planning and budgeting of the Association.
- (iii) Oversee the financial reporting, accounting systems and control procedures of the Association and advise on their implementation.
- (iv) Ensure true accounts are kept of all receipts, credits, payments, assets and liabilities of the Association, and of all other matters necessary for showing the true state and condition of the Association.
- (v) Review the audited financial statements and advise the Council on the adoption of the audited financial statement.
- (vi) Oversee the fiscal health of the Association, including fixed assets and investments and make recommendations to the Council.

(d) Vice-Presidents

- (i) Support the President in their duties.
- (ii) Act on the President's behalf or represent the Association in situations where the President is unable to do so.
- (iii) Assume the powers and duties of the President should the President resign or otherwise vacate their position.
- (iv) Chair Council and General Meetings where the President is not present.

6. Roles and Responsibilities of Committee Chairpersons

(a) Executive Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Executive Committee, whose duties are:

- (i) To exercise all the powers of the Council where decisions have to be made and actions taken between regularly scheduled Council meetings or where specific responsibilities have been delegated to the Committee by the Council.
- (ii) To provide direction and guidance for management in respect of financial management, strategies and policies.
- (iii) To review the annual budget and the financial statements before presentation to the Council for approval.
- (iv) To deal with any major HR issues.
- (v) To oversee other Committees of HKCTA generally, and in particular the Membership & Corporate Affairs Committee and the Finance Committee.
- (vi) To deal with any matters not specifically assigned to other committees.

(b) Governance Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Governance Committee, whose duties are:

- (i) To Develop and review HKCTA's policies and practices on governance.
- (ii) To Review and monitor HKCTA's policies and practices on compliance with constitutional, legal and regulatory requirements.
- (iii) To develop, review and monitor the code of conduct applicable to the members of the Council and the employees of HKCTA.
- (iv) To direct and supervise the investigation into any matter brought to the Committee's attention within the scope of its duties.
- (v) Make recommendations to the Council as it deems appropriate on any area within its scope of duties where action or improvement is needed.

(c) Finance Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Governance Committee, whose duties are:

- (i) To review financial planning, annual budget and any projects requested by the HKCTA council.
- (ii) To review and propose financial investment guidelines and ensure that investment directives approved by the Council are complied with.
- (iii) To explore investment opportunities and make recommendations to the Council
- (iv) To advise on financial control procedures, accounting systems, processes and reports.
- (v) To review the audited financial statements and to advise Council on the adoption of the audited financial statement.
- (vi) To carry out other duties and responsibilities as delegated by the Council.

(d) Player Development Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Player Development Committee, whose duties are:

- (i) To formulate a yearly plan of programme activities for the development of tennis in Hong Kong and to come up with a budget relating to the programme activities.
- (ii) To conduct activities for the recruitment of grassroots players.
- (iii) To set up selection criteria to select players for boys and girls junior team competitions, and to select team players, captain and manager (if any) for boys and girls junior team competitions.
- (iv) To promote tennis 10s and tennis in primary schools and various districts and to organise mini-tennis and tennis competitions.
- (v) To be responsible for the Elite Development Programme (ED) and HKCTA Junior Squad Training Programmes and to exercise quality control over these programmes.
- (vi) To identify talents in Junior Squad and Elite Development and to bridge the transition to the National and Elite Squads.
- (vii) To be responsible for the formation, development and regulation of the Hong Kong National Squad (NS).
- (viii) To design specialised training programmes for the NS.

- (ix) To organise and coordinate local and overseas activities for NS members.
- (x) To coordinate sponsorship and subvention schemes of NS members.
- (xi) To arrange overseas tournaments for eligible ED, National and Elite players.
- (xii) To maintain a standard of play that will ensure tennis a place as an Elite sport.
- (xiii) To oversee the Grants and Scholarships.

(e) Tournament Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Tournament Committee, whose duties are:

- (i) To organise junior & senior tournaments in Hong Kong.
- (ii) To prepare budgets relating to local and international tournaments organised by HKCTA.
- (iii) To set up selection criteria to select players for men and women team competitions, and to select team players, captain and manager for each men and women team competition.
- (iv) To maintain an HKCTA Ranking System for Junior and Senior players.
- (v) To allocate wildcards to players in international tournaments
- (vi) To coordinate work with the Ball Persons' Section.
- (vii) To coordinate work with the Ushers and Court Services supervisors.
- (viii) To sanction tournaments in Hong Kong organised by other organisations and to set down basic requirements for giving such sanctions and to charge for such sanctions.
- (ix) To provide advice to organisers of other non-HKCTA tournaments.
- (x) To collaborate with the ITF on matters concerning International events.
- (xi) To collaborate with the ATF on matters concerning Asian events.
- (xii) To collaborate with other local National Sports Associations when required.
- (xiii) To oversee the Officiating Committee.

(f) League Management Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the League Management Committee, whose duties are:

- (i) To be responsible for the promotion, management, and marketing of all League tennis, which is organised or sanctioned by the Hong Kong, China Tennis Association.
- (ii) To be responsible for the registration of teams, the grading of individual players, and the publication of a League Handbook containing the Rules for League Competitions and the arrangement of League Divisions.
- (iii) To arbitrate on disputes between clubs and players concerning League matters.
- (iv) To consult convenors of affiliated clubs on at least one occasion each year at a convenors meeting to consider modifications pertaining to the organisation of Leagues or to the Rules for League Competitions.
- (v) To co-operate and co-ordinate with the Hong Kong Veterans' Tennis Association in organising and running the Veterans' League and to charge a reasonable remuneration for such service.
- (vi) To co-operate and co-ordinate with the Federation of Community Tennis Clubs in organising and running the Two Court League.

(g) Coaches Development & Qualifications Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Coaches Development & Qualifications Committee, whose duties are:

- (i) To design and implement tennis coaches' training programmes in accordance with Council policies.
- (ii) To ensure the coaching quality of coaches.
- (iii) To design and implement programmes directed towards upgrading and maintaining the overall standard and competence of all HKCTA certified coaches by providing channels for our coaches to self-improve and upgrade continuously.
- (iv) To set the benchmark for coaching at various levels in HK.
- (v) To organise seminars and workshops to maintain the level of the coaches in Hong Kong and to update their knowledge.
- (vi) To monitor our coaches' activities, attitudes and training.
- (vii) To administrate the Coach Licensing Scheme.
- (viii) To assess the coaching ability so as to ensure the quality of coaches.

- (ix) To raise the level of public recognition of our certified coaches.
- (x) To create collective bargaining power to uphold the benefits of our coaches.
- (xi) To ensure that the coaches are working in accordance with the directives from the Player Development Committee.
- (xii) To offer job placements on HKCTA courses to certified coaches.

(h) Membership & Corporate Affairs Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Membership & Corporate Affairs Committee, whose duties are:

- (i) To plan and implement tennis related activities for benefit of individual members and member clubs.
- (ii) To disseminate news, announcements and information regarding HKCTA affairs and activities.
- (iii) To create and maintain a HKCTA membership registry, a Hong Kong tennis player registry, a HKCTA coaches registry and to issue membership cards.
- (iv) To compile and maintain the archive of tennis in Hong Kong with articles and photographs.
- (v) To oversee the editorials, contents and management of the HKCTA web page.
- (vi) To introduce new entrants to the Hall of Fame and Honorary Life Membership.
- (vii) To organise and run the Corporate Patron League.
- (viii) To foster exchange and encourage friendly relations between the business and sports communities through tennis.
- (ix) To help identify possible sponsors for HKCTA programmes
- (x) To plan and organise fundraising activities.

(i) Officiating Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Officiating Committee, whose duties are:

- (i) To deal with all matters relating to officiating.
- (ii) To maintain a registry of tennis officials in Hong Kong.

- (iii) To evaluate and assess all tennis officials in Hong Kong in order to upgrade and maintain the officiating standard.
- (iv) To recruit, train and develop tennis officials in Hong Kong.
- (v) To upgrade and maintain the officiating standard and to establish a proper structure and classification for all tennis officials in Hong Kong.
- (vi) To arrange deployment of officials and to provide consultation services and assistance to tennis tournaments and events.
- (vii) To review and recommend a scale of allowances for tennis officials in Hong Kong.
- (viii) To coordinate with other officiating bodies.
- (ix) To deal with complaints on officiating and disciplinary matters filed with the HKCTA.
- (x) 10. To give advice to affiliated clubs when required on matters concerning rules of tennis and requirements for facilities (i.e. court size, lighting, etc.).

(j) Community and Social Responsibility Committee Chairperson

Responsible for chairing and reporting to the Council for meetings of the Community and Social Responsibility Committee, whose duties are:

- (i) To formulate the initiatives and policies of HKCTA for community and social responsibilities.
- (ii) To initiate, review and make recommendations to the Council on the plan of seeking and utilising donations and on the medium-to-long term community projects and engagements of HKCTA.
- (iii) To oversee the development and implementation of HKCTA's community engagement and social responsibility matters.
- (iv) To monitor the standards set and performance achieved in community and social responsibility matters by HKCTA and the application of donations to HKCTA on approved activities and for the approved purposes.
- (v) To review and advise the Council on the Group's public reporting and messaging as regards its participation and involvement on community and social responsibility matters.

7. Roles and Responsibilities of the Secretariat

- i. To execute all businesses of HKCTA except those functions reserved for the President, Hon. Secretary, Hon. Treasurer and the Council.
- ii. To advise the Council of business, technical, and regulatory issues which may affect HKCTA's operation in accordance with its Articles of Association and the goals in its Mission Statement.
- iii. To bring HKCTA to a high and sustained standard of performance.
- iv. To articulate HKCTA's policies to local tennis community and tennis related international organizations.
- v. To develop for Council's approval an annual operating plan and financial budget.
- vi. To manage the application for funding from LCSD, HAB, Hong Kong Sports Institute and other persons or organizations for funding.
- vii. To deal with various Government Departments in consultation with Council Members and to ensure regulatory compliance with taxation and other relevant laws, including timely and accurate filing of accounts and documents to Inland Revenue, LCSD, HAB and other relevant government departments.
- viii. To develop and implement appropriate fund-raising programs.
- ix. To manage all staff and create a working environment which attracts and retains appropriate talents.
- x. To manage the affairs of the WTA Hong Kong Tennis Open.
- xi. To supervise the work of all departments and to attend the meeting of all committees, whenever possible.
- xii. To attend the local tournaments organized by HKCTA whenever possible.

Approved at the HKCTA Council Meeting held on 21st May 2022

Document 4

GUIDELINE ON APPOINTMENT OF CO-OPT COUNCILLOR

1. The Council shall have power to appoint any person to be a Council Member to fill up any casual vacancies.
2. The co-opted member is required to be a person of good standing, has good knowledge of tennis and is passionate about tennis development in Hong Kong, and be approved by the HKCTA council.
3. The co-opted member shall hold office until the next following Annual General Meeting.

Approved at the HKCTA Council Meeting held on 21st May 2022

Document 5

**Hong Kong, China Tennis Association
Code of Conduct
(Revised as of May 16, 2024)**

The Hong Kong, China Tennis Association (“HKCTA” or “the Association”) is fully committed to the principle of honesty, integrity and fair play in the conduct of its business, including selection of athletes for competitions, management of coaches and umpires, administration of membership and general administration, such as procurement and staff administration. In addition, the Association seek to protect the privacy, health, safety and well-being of all stakeholders who participate in the activities of the Association, including those activities delivered by affiliated individuals, organizations and clubs, or are otherwise involved in the Association’s affairs.

I. Personal Conduct of Agents

To uphold public trust and protect public interest, it is important for all Council and Committee Members to handle the Association’s business in a just and impartial manner so that the Association’s reputation will not be tarnished by dishonesty, impropriety or corruption. To this end, the Code of Conduct sets out the standard of behaviour expected of all Council Members and Committee Members. This Code also sets out the basic standard of conduct expected of full time and part time employees as well as consultants (collectively, “staff members”), and our policy on acceptance of advantage and conflict of interest in connection with one’s official duties.

Bribery, Illegal Gifts and Other Advantages

Prevention of Bribery Ordinance

1. Any Agents, defined to be Council Members, Committee Members, staff members of the Association and its subsidiaries, soliciting or accepting an advantage as a reward or inducement for doing any act or showing favor in connection with his duties without the permission of the Association, commits an offence under the Prevention of Bribery Ordinance.

2. Agents involved in the selection of and purchase from suppliers and contractors should avoid misuse of authority and not engage in situations which could interfere, or appear to

interfere, with their ability to make free and independent decisions regarding purchases and procurement.

3. It is also an offence under the Ordinance for any staff member to use any document containing false information with the intent to deceive his employer or principal. Staff members should therefore ensure, to the best of their knowledge, that any record, receipt, account or other document they submit to the Association gives a true representation of the events or transactions reported in the document.
4. “Advantage” means:
 - a. any gift, loan, fee, reward, or commission consisting of money or of any valuable security or of other property of any description;
 - b. any office, employment or contract;
 - c. any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
 - d. any other service, or favor, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
 - e. the exercise or forbearance from the exercise of any right or any power or duty and
 - f. any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e).

Soliciting and Accepting Advantages

5. It is the policy of the Association to prohibit its Agents to solicit or accept any advantage, except those mentioned under paragraphs 6 and 10, from any members, suppliers, athletes, parents, coaches or other persons in connection with the Agents’ obligations and duties and/or the Association’s business.

Acceptance of Advantages

Staff

6. Staff members may only accept but not solicit the following advantages when offered on a voluntarily basis:
 - a. advertising or promotional gifts or souvenirs of a nominal value;
 - b. gift or lucky money given during festive occasions and the value does not exceed HK\$500;
 - c. discounts or other special offers from any person or company, on terms and conditions applicable to other customers generally;
 - d. gifts or souvenirs presented to the staff member acting on behalf of the Association in official functions.

No staff member shall, in his/her private capacity, accept any advantage from a subordinate.

7. Gifts or souvenirs in paragraph 6(d) - are deemed as offered to the Association, and should only be retained by the staff member with the express permission from the Chief Executive Officer of the HKCTA (the CEO). Staff wishes to accept any other advantages not listed in paragraph 6 should specify the item in Form C when seeking permission from the CEO.

Council and Committee Members

8. Council and Committee Members may only accept advantages if :
 - a. the acceptance will not influence the performance of his/her duties as a Council or Committee Member;
 - b. the recipient will not feel obliged to do something in return in connection with the Council or Committee's business for the offeror; and
 - c. the advantages fall into the following categories:
 - i. advertising or promotional gifts or souvenirs of a nominal value;
 - ii. gift or lucky money given during festive occasions and the value does not exceed HK\$500;
 - iii. discounts or other special offers from any person or company, on terms and conditions applicable to other customers generally;
 - iv. gifts or souvenirs presented to the staff member acting on behalf of the Association in official functions

9. Council and Committee Members shall not misuse their official capacity as such to gain benefit for themselves or others, or render favor to any person/organization.
10. Council or Committee Members of the Association should declare all gifts/souvenirs received in their official capacity by filling out the Gifts Declaration Form (Form B) and only accept gifts/souvenirs allowed under Clause 8 above, and should forward the gifts/souvenirs to the Executive Committee for disposal in the following manner:
 - a. If the gift/souvenir is of perishable nature (e.g. food or drink, etc.), it may be shared among Council or Committee Members and staff on a suitable occasion, or donated to another charitable organization;
 - b. If the gift/souvenir is a useful item, it may be donated to and retained and used by the Association, or donated to another charitable organization;
 - c. If the gift/souvenir to Council or Committee Members is donated to the Association and is suitable for display (e.g. a painting, vase, etc), it may be displayed at appropriate locations of the Association's office or premises;
 - d. If the gift/souvenir has a value below HK\$1,000, it may be donated as a prize in functions organized by the Association.
 - e. If the gift/souvenir is a personal item with a value below HK\$500, such as a plaque or pen inscribed with the name of the recipient, it may be retained by the recipient.
 - f. If the gift/souvenir is distributed to all participants in public activities, such as a ball pen, file folder or key clasp, etc, it may be retained by the recipient

In case of doubt, the recipient should refer the matter to the Governance Committee of the HKCTA for advice and instructions.

Offering Advantages

11. Under no circumstances may an Agent offer bribes or similar considerations to any person or organization for the purpose of influencing such person or organization, or any public official, whether directly or indirectly, in conducting the Association's business.

Handling of Conflict of Interest Situations

12. Conflict of interest situations arise when the private interests of Agents compete or conflict with the interests of the Association. Such situations at best can lead to divided loyalty and at worst can result in corruption or other questionable practices. Private interests includes both financial and personal interests of the Agents and those of his/her connections including family and other relations, personal friends, the clubs and societies to which he/she belongs, companies in which he/she or his/her immediate family members hold a voting power of 10 percent or more or he/she or his/her immediate family members serve as a director or senior management in the past 12 months, and any person to whom he/she owes a favor or obligated in any way.

13. Every Agent of the Association should take it as his/her personal responsibility to avoid engaging in situations that may lead to or involve in conflict of interest. He/she should at all times ensure that his/her dealings with members, suppliers, contractors or other related personnel do not place him in position of obligation that may lead to a conflict of interest. In cases where an Agent, his immediate family, and/or companies in which such Agent, or his immediate family members control 10% or more of the voting powers, or in which such Agent or his immediate family serve as a director or senior management, might have engaged considered engaged in business, investments or activities that might have existing or potential conflict with the Association interests, it is the responsibility of the Agent to make full disclosure in writing by filling out the Conflict of Interest Declaration Form (Form A), and submitting to the Executive Committee, the Chief Executive Officer and the Chief Operating Officer. Coaches hired by the HKCTA must make full disclosure of all of their private lesson engagements by filling out Form A. In the event where coaches, hitters or other independent contractors hired by the HKCTA for tennis training programs have family or other relationship with the players of the training programs, such coaches, hitters or independent contractors, as the case may be, must make full disclosure of such relationship to the HKCTA.

Guidelines on Declaration of Interests by Council and Committee Members

14. When Council or Committee Members have an actual, perceived or potential conflict of interest in any matter under consideration by the Association, he/she should, as soon as practicable after he/she becomes aware of it, make a declaration to the Governance Committee using a Form A. The basic principle to be observed is that Council or Committee Members' advice should be disinterested and impartial and it is the

responsibility of each Council or Committee Member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Executive Committee in case of doubt.

15. It is impossible to define or describe all the situations that would call for such a declaration, because each individual case differs, and because of the difficulty of catering for unusual and unforeseen circumstances. On the other hand, it is not intended that a Council or Committee Member should make a declaration of interest simply because the Council is considering a matter in which he/she has knowledge or experience.
16. Potential conflict of interest situations include, but are not limited to, the followings:
 - a. Pecuniary interests in a matter under consideration by the Council/Committee, held by either the Council or Committee Member or his/her family of the same household , or companies in which such Council or Committee Member or his/her immediate family members control 10% or more of the voting power, or in which such Council or Committee Member, or his/her immediate family members serve as a director or senior management in the past 12 months;
 - b. A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organization which is connected with, or the subject of, a matter under consideration by the Council/Committee. For example, the Council/Committee Member is a partner in a company bidding for the Association's service contract;
 - c. Some friendships or acquaintances which might be so close as to warrant declaration in order to avoid the situations where an objective observer may believe that a Council or Committee Member's advice has been influenced by the closeness of the association. For example, one of the players under consideration for selection to a tournament is the son/daughter of the Council/Committee Member's close friend;
 - d. Member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advised or represented or had frequent dealings with any person or body connected with a matter being considered by the Council/Committee; and
 - e. Any interest likely to lead an objective observer to believe that the Council or Committee Member's advice may have been motivated by personal interest rather than a duty to give impartial advice.

Declaration of Interests at Meetings

17. If a Council or Committee Members has any direct personal or pecuniary interest in any matter under consideration by the Council, he/she must, as soon as practicable after he/she has become aware of it, disclose to the President/Chairman (or the Council/Committee) prior to the discussion of the item.
18. The President/Chairman (or the Council/Committee) shall decide whether the Member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
19. If the President/Chairman declares an interest in a matter under consideration, his presidency/chairmanship may be temporarily taken over by the Vice-President/Vice-Chairman, or a Member appointed by a majority of votes if the Vice President/Vice-Chairman is not present.
20. When a known direct pecuniary interest exists, the Secretary may withhold circulation of relevant papers to the Member concerned. Where a Member is in receipt of a paper for discussion which he/she knows presents a direct conflict of interest, he/she should immediately inform the Secretary and return the paper.
21. All cases of declaration of interests shall be recorded in the minutes of meeting.

Guidelines on Managing Possible Conflict of Interest Arising from Council or Committee Members Bidding for Contracts of the Association

22. When the need for a business contract, whether for the provision of goods or services, is discussed, Council or Committee Members should be asked at the outset to declare whether they or their immediate family or any companies associated with them are interested in bidding for the contract. The Council or Committee Members who have declared an interest to bid should not take part or be present at any subsequent discussions or meetings concerning the proposed contract, and should be prohibited from access to any information in relation to the contract (other than in the capacity of a bidder).

23. If the Council or Committee Members have not declared an interest to bid in the business contract on behalf of themselves, their immediate family or their associated companies pursuant to Clause 22 above, such Council or Committee Members, their immediate family and/or associated companies should not be allowed to bid and will be excluded from the bidding of such business contract.
24. When a Council or Committee Member (or his/her immediate family or a company associated with him/her) has expressed an interest to bid, the Association should ascertain whether any information relating to the contract has already come to the possession of the Council or Committee Member in the course of his duties as a Council or Committee Member. If so, such information should be made available to other bidders as well to ensure a level playing field.
25. If a Council or Committee Member (or his/her immediate family or a company associated with him/her) has put in a bid, care should be taken to ensure that he/she subsequently has no access to the submitted tender documents which may contain commercially sensitive information.
26. Bidders' identities should be anonymised before the evaluation of bids if a Council or Committee Member (or his/her immediate family or a company associated with him/her) is one of the bidders.
27. If a Council or Committee Member (or his/her immediate family or a company associated with him/her) is successful in bidding for the contract, he/she should withdraw from all discussions relating to the contract, except when attending in the capacity of a supplier or a service-provider.
28. The fact of any Council or Committee Member (or his/her immediate family or a company associated with him/her) being awarded a business contract of the Association will be published in the Association's website and annual report for public information where practicable if the value of the business contract exceeds HK\$500,000.
29. For any award of business contract that does not involve a bidding/tendering process under the Procurement Policy of the Association where a Council or Committee Members (or his/her immediate family or a company associated with him/her) is considered as a

potential supplier or service-provider, the relevant Council or Committee Member should not take part or be present at any discussions or meetings concerning the decision of awarding such proposed contract, and should be prohibited from access to any information in relation to such decision.

30. All Agents involved in the selection of suppliers or service-providers for the Association shall strictly comply with the Procurement Policy of the Association.

Guidelines on Declaration of Interests by Staff

31. Staff members should avoid any conflict of interest situation (i.e. situation where their private interest conflicts with the interest of the Association) or the perception of such conflicts. They should not misuse their position or authority in the Association to pursue their own private interests. Private interest includes both financial and personal interests of the staff member and those of his/her connections including family and other relations, personal friends, the clubs and societies to which he/she belongs, companies in which he/she or his/her immediate family members hold a voting power of 10 percent or more or he/she or his/her immediate family members serve as a director or senior management in the past 12 months, and any person to whom he/she owes a favor or obligated in any way. When actual or potential conflict of interest arises, the staff member should make a declaration to the CEO by filling out Form B. Failure to do so may give rise to criticism of favoritism, abuse of authority or even allegation of corruption.
32. Some common examples of conflict of interest situations are described below, but they are by no means exhaustive:
 - a. A staff member involved in a procurement process is closely related to or has beneficial interest in a supplier being considered by the Association;
 - b. One of the candidates under consideration in a recruitment or promotion exercise is a family member, a relative or a close personal friend of the staff member responsible for the exercise;
 - c. A staff member (full-time or part-time) undertaking part-time work with a contractor whom he is responsible for monitoring;

- d. A coach (full-time or part time) participating in the team or player selection process exercises influence to benefit his or her students who engage such coach for private lessons.

Entertainment

33. Although entertainment is an acceptable form of business and social behaviour, Agents should avoid accepting invitations to meals or entertainment that are excessive in nature or frequent, so as to avoid embarrassment or loss of objectivity when conducting the Association's business. In particular, Agents should not accept excessive or frequent entertainment from persons/organizations who/which have an interest in any matters under consideration by the Association, or which/whom they have official dealings, or from their subordinates to avoid placing themselves in a position of obligation to the offeror.

Confidentiality and Use of Proprietary Information

34. Agents are not allowed at any time to disclose any confidential, proprietary or privileged information obtained or derived from their capacities as Agents to anybody outside the Association without prior written permission from the Council or misuse any such information. Those who have access to or in control of such information should at all times ensure its security and prevent any abuse, unauthorized disclosure or misuse of the information. Such information may relate to all aspects of the Association's operation and strategies such as training of athletes, financial planning, personal data of member and athletes, etc. [Special care should be taken when handling any personal data to ensure compliance with the Personal Data (Privacy) Ordinance (Cap 486) and the Association's Data Privacy Policy.]
35. Agents shall not take advantage of, or let any person or organization benefit from, the confidential, proprietary or privileged information obtained in their capacity as Agents. Under no circumstances are they permitted to use the Association's proprietary information for their own private gains.

Misuse of the Association Assets and Resources

36. Appropriation of the Association properties, including sports facilities by Agents for personal use or for resale is a crime of theft and renders the person concerned liable to disqualification/dismissal and prosecution.

Computers, computer files, the e-mail system, internet access and the software furnished to Agents and all information derived from the performance of such Agents' duties in their capacities are properties of the Association, and are to be used for business purpose of the Association only. They are not intended for personal use such as to communicate with friends or family. All proprietary information or files obtained or derived from the performance of Agents' duties should be uploaded to the central server of the Association. At the end of the engagement or employment of Agents, such Agents shall return to the Association all proprietary information or files obtained or derived from such Agents' capacities

37. The Association specifically prohibits the use of computers (including internet access) , e-mail or social media by Agents in ways that are disruptive, offensive or harmful to others, including sexually explicit messages, images and cartoons, ethnic slurs, racial comments, off-color jokes or anything that can be construed as harassment or disrespect or others, defames or slanders others, or otherwise harms another person or business. Agents must comply with the Social Media Policy below.
38. Staff members using WhatsApp, WeChat, instant messages or other external communications systems or platforms to communicate with external parties on the Association's businesses or matters shall save a copy of such communication on the central server of the Association.
39. Staff members may not access the internet to log onto any websites with contents that are for gambling purpose, pornographic or are sexually explicit in nature. Staff members may not use computers, the e-mail system or social media platform of the Association for preaching/solicitation purposes, or communications that are of politically sensitive or discriminatory in nature. E-mail, internet and social media access should be used in such a way that all transmissions, whether internal or external, are appropriate, ethical and lawful.

40. Illegal duplication of software, sharing of software, or acts of copyrights violations are strictly prohibited. Staff members should not access or attempt to access files that are not granted authority.
41. Computer, internet and e-mail usage may be monitored and it is possible that emails, messages and computer files be retrieved .
42. Staff members should immediately notify their supervisor or manager for any violations of the above provisions regarding misuse of the Association Assets and Resources and the Social Media Policy, and those found guilty of the offence will be subject to disciplinary action including termination of employment.
43. It will be the sole responsibility of the staff members for any infringement claims if such staff members use any software without appropriate license or authorisation .

Social Media Policy

44. This Social Media Policy of the Association seeks to protect the privacy, health, safety and well-being of all stakeholders who participate in the activities of the Association, including those activities delivered by affiliated individuals, organizations and clubs. In addition, this Social Media Policy aims to ensure the Association's brand is represented in a positive light and to protect the intellectual property of the Association.
45. Stakeholders include Agents, contractors, players, parents and guardians of junior players, as well as sponsors and any affiliated individuals, organizations, clubs and companies.
46. Social Media refers to any interactive website or technology made available from time to time that enables a person to communicate and/or share content via internet. Social Media includes, but is not limited to:
 - (a) social networking sites (e.g. Facebook, Snapchat, Telegram, LinkedIn and Yammer);
 - (b) video and photo sharing platforms (e.g. YouTube, Instagram, TikTok, Xiaohongshu, Vimeo, Flickr and Pinterest)
 - (c) blogs, micro-blogging and activity stream sites (e.g. Tumblr, WordPress, Twitter, LIHKG and Reddit);

- (d) online collaborative editing websites (e.g. Wikipedia, Google Docs);
- (e) podcasting (e.g. iTunes, Spotify and SoundCloud);
- (f) virtual communities;
- (g) online dating apps;
- (h) online gaming networks and platforms (e.g. Discord and Twitch);
- (i) any other platform, application or forum which might be classified reasonably as social media as the term is generally understood; and
- (j) any other forum available for public comment (including discussion boards, private web forums or review sites). This policy will continue to evolve as new technologies and more social networking tools become available.

47. As guiding principles:

- (a) All stakeholders have a responsibility to promote online e-safety and behave on Social Media with respect and integrity. Just as in the face-to-face world, any conduct in breach of the responsibilities and expectations set out in this Social Media Policy may jeopardize the Association's commitment to ensuring a safe, welcoming and inclusive environment, and cause harm to others. All stakeholders should comply with this Social Media Policy to strive to create the sort of community on Social Media that they want to work, live and engage with others.
- (b) In instances where stakeholders are unsure as to whether or not the content they wish to share on Social Media is appropriate, they shall seek advice from legal or other professional advisers before doing so, or in the interest of erring on the safe side, refrain from sharing the content.
- (c) The internet and Social Media is not anonymous. All stakeholders should assume that anything they post, create, link, write or say online and on Social Media can be traced back to them.
- (d) Due to the nature of Social Media, the boundaries between individual's professional and personal life can often be blurred online. All stakeholders must respect the Association, its events, activities, and other members of the tennis community and ensure the Association, its stakeholders, and/or the sport generally is/are not brought into disrepute.
- (e) All stakeholders should be diligent about protecting themselves and their privacy when engaging on Social Media. Accordingly, all stakeholders should report any harmful content on Social Media and/or breaches of this Social Media Policy, and check Social Media privacy settings.

48. Scope

- (a) This Social Media Policy protects all stakeholders including:
 - i. Agents;
 - ii. Player participants of HKSI, HKCTA NTS and ED training programs;
 - iii. Players competing in tournaments, competitions, and events conducted or hosted by HKCTA or its affiliates;
 - iv. Players representing HKCTA as an individual player or as part of a team; and
 - v. Spectators, parents and player support team.
- (b) Staff members will be required to pledge compliance with this Social Media Policy as part of employment contracts.

- (c) Players will be required to pledge compliance with this Social Media Policy through the appropriate Codes of Conduct.
- (d) Parents and players will receive professional development through parent/player information sessions.
- (e) Coaches and other staffs will receive professional development through formal orientation and induction sessions.

49. Compliance with the Social Media Policy.

- (a) When using Social Media, all stakeholders must not:
 - i. post, create, share or link to content that is, or has the intention to be, threatening, illegal, aggressive, abusive, profane, obscene, intimidating, sexually explicit, hateful, racist, sexist, discriminatory or otherwise inappropriate;
 - ii. exploit platforms to harass, bully, abuse or threaten any other person, including HKCTA staff, players, officials or coaches of HKCTA;
 - iii. exploit platforms to seduce, groom or inappropriately engage with children;
 - iv. expose others to content that is offensive, inappropriate, obscene, insulting, provocative or hateful including in relation to HKCTA, its staff, players, officials or coaches of HKCTA;
 - v. impersonate or falsely represent any other person;
 - vi. post inaccurate, misleading, deceptive or fraudulent content;
 - vii. make defamatory comments or posts;
 - viii. post material that infringes the intellectual property rights of HKCTA or others or breaks any other law including privacy, defamation or harassment;
 - ix. post content that interferes with the conduct of any event run by HKCTA or with the roles and responsibilities of HKCTA;
 - x. post content that violates security measures instituted at HKCTA or content of contractual agreements to which HKCTA is a party;
 - xi. comment in a way that may harm the reputation of HKCTA or its stakeholders;
 - xii. use Social Media platforms as a forum for disputes or grievances on any matter related to HKCTA, its staff, players, officials or coaches;
 - xiii. use HKCTA or its brands to endorse or promote any product or service, opinion or cause;
 - xiv. use videos or images of others without express prior permission;
 - xv. bring HKCTA or the sport into disrepute or otherwise compromise the effectiveness of HKCTA; and/or
 - xvi. post or share any material that is a breach of any law or policies of HKCTA.
- (b) No stakeholder may speak on behalf of HKCTA on his/her personal social media posting without prior express permission of HKCTA.
- (c) No stakeholder may post confidential or proprietary HKCTA information on a social media posting.
- (d) No stakeholder may post the names of HKCTA, its sponsors, affiliated clubs, individuals, organizations, employees, vendors, or partners on a social media posting without express prior permission.

- (e) No stakeholder may use HKCTA logos or trademarks on social media postings or reproduce HKCTA materials without obtaining written permission from the CEO of HKCTA.
 - (f) Agents and other key stakeholders governed by this Social Media Policy, must ensure the HKCTA brand is represented in a positive light and must not give the impression that personal Social Media accounts represent the explicit position of HKCTA, when posting content on these personal Social Media platforms. If a stakeholder chooses to identify himself or herself as affiliated with HKCTA in any manner on a social media posting, please understand that some readers may view such stakeholder as a spokesperson for HKCTA. Because of this possibility, such stakeholder shall state that the views expressed on his or her personal social media posting are his or her own and not those of the HKCTA.
 - (g) All HKCTA Social Media accounts will be managed by designated HKCTA staff who will be responsible for the official affiliation of HKCTA. All content posted on social media platforms or their modification must be approved by the aforementioned staff.
 - (h) Staff member managing Social Media accounts will be solely responsible for all content posted, and will ensure the currency and accuracy of all content.
 - (i) Any copyrighted information where written reprint permission has not been obtained in advance cannot be posted on any HKCTA social media posting.
 - (j) Agents and all other key stakeholders governed by this policy, must ensure the HKCTA brand is represented in a positive light, when sharing, or commenting on any official post or on any official HKCTA Social Media platform
 - (k) Agents and all other key stakeholders governed by this policy, must not hide or disguise their affiliation with HKCTA.
 - (l) If any Agent or other stakeholder is contacted by the media or press about his or her social media posting that relates to HKCTA or its business, such Agent or other stakeholder, as the case may be, shall consult with the HKCTA CEO before responding.
 - (m) All Agents and other key stakeholders must be aware that HKCTA has the right to request the removal of content from any official social media accounts and from any personal account if it is deemed that the account or its submission pose a risk to the reputation of HKCTA or to that of one of the Agents or stakeholders.
50. Breach of this Social Media Policy and Disciplinary Action.
- (a) In circumstances of a breach of this Social Media Policy, HKCTA may:
 - i. make a necessary public comment such as a correction, clarification, contradiction or apology with regards to the breach;
 - ii. issue a formal warning to the personnel or parties responsible for the breach and insist that the content be removed and an apology be made to the affected individual/s or parties (if any);

- iii. deal directly with any Social Media provider to remove any posted material that HKCTA considers to be in breach of this Social Media Policy;
 - iv. report the breach to the Police and/or relevant government agency; and/or
 - v. take any disciplinary action available to it under this Social Media Policy or other HKCTA policies
- (b) Staff members, if found guilty, may be issued a warning or any sanctions deemed appropriate by the HKCTA CEO, or designated representative, depending on the seriousness and severity of the violation.
- (c) All stakeholders must be aware that breaches of the HKCTA Social Media Policy may also entail civil liability and even criminal consequences.

Loans

51. Unless approval is given by the CEO of the Association, staff members should not grant or guarantee a loan to, or accept a loan from, any individual or organization having business dealings with the Association. There is, however, no restriction on normal loans from banks or financial institutions made at the prevailing interest rates and terms.

Outside Employment & Part-time Jobs

52. Full-time staff should not take up concurrent employment, either, part-time, regular or on a consulting basis, without the prior written approval of the Association. Applications for outside employment should be sent to the CEO, and by filling out Form D.

Relations with Members and the Public

Fair and Open Competition

53. The Association promotes fair and open competition and aims at developing and securing long-term relationship with the Hong Kong Sports Institute Limited and other national sports associations based on mutual trust.
54. Administrative procedures and selection of athletes are carried out in a fair, open and transparent manner. It is of equal importance that the election of committee members be conducted in such similar manner. All Agents involved in the selection of athletes shall comply with the Selection Policy of the Association.

Serving Public Interest and Meeting Accountability Standards

55. The operations of the Association and promotion of the Sport of Tennis shall be conducted in a manner of the highest ethical standards that will assure a good quality sports as well as the continued confidence of the public.

Service to Members and the Public

56. The Association seeks to provide professional and efficient service to promote the Sport of Tennis and maintain the confidence of members, athletes and the public. The Association shall avoid misrepresentation, exaggeration and overstatement.

Relations with the Leisure and Cultural Services Department

True and Fair Accounting Policies and Practices

57. It is the policy of the Association to maintain complete and accurate records and accounts. All accounting records, and the reports produced from them must be kept and presented in accordance with the Leisure and Cultural Services Department Funding Manual. The code of practice issued by the Department should be adhered to at all times.
58. The account books of the Association shall, in reasonable and accurate details, reflect the transaction and disposition of the Association's assets. Detailed guidelines as to accounting controls and financial reporting are available to the concerned executive committee members, general members and employees of the Association.
59. It is the unequivocal position of the Association that no false, artificial or misleading statements or entries should be made in the Association's books, accounts, records, documents or financial statement. Any executive committee member or employee having information of any hidden fund or false entry in the Association's records should promptly report the matter to the President of the Association.

II. Policy on Selection, Training, Nomination and Remunerations of Athletes

Fair and Open Competition

57. The Association and its Council promote fair and open competition. The selection / nomination criteria of athletes receiving special training or representing Hong Kong to compete in international sports games will be based on the Selection Policy adopted by the Selection Committee under the Council which include the potential, attitude, commitment, quality and performance (ranking) of individual athlete. Concerned members and athletes will be informed of the criteria prior to the nomination procedure and the result afterwards.
58. The Players Development Committee under the Council will decide on the level or amount of remuneration or funding to be provided to players.

Health Safety and On-court Demeanor

59. The Association is firmly committed to ensuring the health, safety and welfare of its athletes. The Association shall comply with all related laws and international guidelines and provide all athletes with good and safe conditions for competition concerning sports safety and training.
60. The Association will not tolerate any form of abuse, neglect, harassment, bullying, unlawful discrimination, vilification, victimisation, indecency or violence against any adult or child in connection with activities organized or businesses conducted by the Association, and such conduct is a breach of this code of conduct.
61. All players participating in the training programs of HKCTA must observe the rules and behavioral protocol instituted by coaches of the training programs, including those relating to attendance, sportsmanship and on-court demeanor. The Association will not tolerate any form of abuse, indecency, disrespect against HKCTA coaches and staffs by players or their parent or guardians. Parents and guardians of players shall not interrupt on-court tennis training sessions.

Child Protection Policy

62. The purpose of this Child Protection Policy is to protect the health, safety and well-being of children who participate in the activities of the Association, including those delivered

by affiliated individuals, organizations and clubs. The Association takes seriously its responsibility to provide a safe environment for children under the age of 18 years, participating in tennis, and has a “zero tolerance” for Child Abuse. It also considers any form of Child Abuse; be it sexual, physical or emotional in nature, against a child, by a person involved in tennis, as a serious offence and such conduct will not be tolerated.

63. General Principles of the Child Protection Policy:

- A. All relevant persons of the organization have the obligation and responsibility to ensure the protection of children.
- B. The Association has a “Mandatory Reporting” policy. Any person involved with the organization who witnesses an incident of child abuse or neglect, or is made aware of such an incident by a third party, MUST report the incident.
- C. The mandatory report can be made to any member of HKCTA management or staff members. HKCTA recognizes the importance of reporting of such incidents to be immediate and without hesitation, and will act on any report made to HKCTA management or staff members.

64. Scope of the Child Protection Policy:

- A. The Child Protection Policy protects all children:
 - i. Participating in tournaments, competitions, leagues, conducted, endorsed or approved by the HKCTA;
 - ii. Taking part in domestic or international tennis tours conducted, endorsed or approved by HKCTA;
 - iii. Training in HKCTA player development programs;
 - iv. Receiving private tennis lessons by full-time or part-time HKCTA coaches;
 - v. Participating in tournaments, competitions, leagues, or taking part in tennis tours, or receiving training or coaching from a HKCTA licensed coach.

B. The Child Protection Policy applies to:

- i. Persons and administrators appointed or elected to boards of directors, council or committees (including sub-committees) of HKCTA, its subsidiaries and affiliated companies,
- ii. Staff members of HKCTA (full-time and part-time),
- iii. Contractors and service providers engaged by HKCTA,
- iv. Officials appointed or selected by HKCTA in relation to players and/or teams which represent HKCTA including team management personnel such as team captains, coaches, managers, physiotherapists etc.
- v. Tennis coaches (including assistant coaches) who are appointed and/or employed by HKCTA (whether paid or unpaid),
- vi. HKCTA Licensed Coaches.
- vii. Referees, umpires and other officials (e.g. lines persons) involved in the regulation of the game of tennis appointed by HKCTA,
- viii. Tennis players who enter any tournament, competition, league activity or event (including camps and training sessions) which are conducted or endorsed by HKCTA,
- ix. Any other person who is member of, or affiliated with HKCTA (including life members);
- x. Any other person or entity (for example a parent/guardian, spectator or sponsor) who or which agrees, in writing, (whether on a ticket, entry form or otherwise) to be bound by this Child Protection Policy and/or Code of Conduct.

C. If an incident of Child Abuse is witnessed, or if information is received regarding an incident of Child Abuse, it MUST be reported to HKCTA (management or staff members), as per the “Mandatory Reporting” procedure.

- i. Management or staff members receiving a report of Child Abuse MUST report immediately to the HKCTA CEO.

- ii. Management or staff members making the report are to be aware that the incident **MUST** be reported to the HKCTA CEO.
 - iii. Management and staff members making the report are to be aware that the incident may involve the Police.

- D. Complaints will be investigated, and retaliation towards the person filing the complaint will not be tolerated.

- 65. Definition of Child Abuse, Assault, Neglect.
 - A. A child is deemed as anyone under the age of 18 years. An adult is deemed as anyone 18 years or over.
 - B. Child Abuse can be sexual, physical or emotional in nature.
 - C. Child Abuse also includes the act of Neglect.
 - D. Child Abuse is any such act toward a child from an adult, or another child, or children.
 - E. Child Abuse can be a single incident or a pattern of abuse over an extended period of time.
 - F. Child Abuse may occur to any child, regardless of gender, and between a child and an adult of the same or opposite gender.
 - G. Incidents of Child Abuse are related to power in a relationship, i.e. the adult is always in a position of authority over a child.
 - H. Examples of Child Abuse.
 - i. Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity);
 - ii. Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations);
 - iii. Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child);

- iv. Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).
- v. Social Media must not be used as a platform for Child Abuse, and therefore must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate. The Social Media Policy of the Association shall be strictly observed.

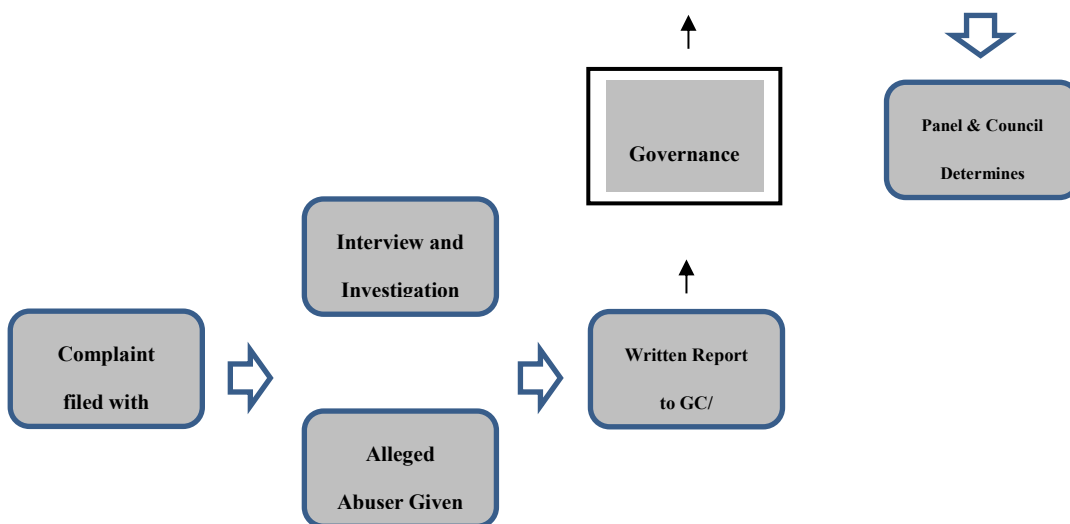
66. Child Abuse Reporting and Complaint Lodging Mechanism

Any incident, or suspected incident, of Child Abuse MUST be reported in the following manner:

- (a) The incident can be reported to any member of HKCTA management or staff members. The report can be written or verbal, however the reporter must recognize that the incident will be documented (in written form) during the reporting and investigation process.
- (b) The HKCTA management or staff member MUST report immediately to the HKCTA CEO. Such report shall be presented in written form.
- (c) The HKCTA CEO will then be responsible for handling the complaint of Child Abuse. The complaint shall be treated with the utmost seriousness and shall generally be handled in accordance with flowchart below.

67. Formal Complaint Flowchart

Flowchart



68. Disciplinary Actions

- (a) An incident of Child Abuse will lead to disciplinary actions and may also entail civil liability and even criminal consequences.
- (b) HKCTA may report any incident relating to the violation of this Child Protection Policy to police or other regulatory authorities.
- (c) Any persons, if found guilty, may be issued a warning or any sanctions, including the termination of employment, commercial relationship or other affiliation deemed appropriate by the HKCTA .

69. Recruitment and Screening

Screening is an important element of Child Protection. Screenings should be conducted for existing and potential employees, volunteers, contractors, coaches or any other person with whom HKCTA might have a commercial, employment or other relationship (refer to Clause 63(b)) Thorough screening requires:

- (a) Checking referees.
 - i. Including making verbal or written enquiries of the person's nominated referees (preferably at least two) as to the person's suitability for the role and their suitability for involvement with children under 18 years of age.
- (b) Interviewing the person.
 - i. Including questioning the person as to their suitability for the role and their suitability for involvement with children under 18 years of age.
- (c) Obtaining a Sexual Conviction Record.
 - i. As a mandatory component of screening and recruitment.
- (d) Obtaining other relevant police checks.
 - i. As a Sexual Conviction Record may not show up a record of physical abuse or neglect.

If the outcome of the screening process results in the discovery of relevant criminal history,

including any offence involving violence, abuse or assault against a child, then:

- (a) Persons who are seeking appointment (whether full-time, part-time or otherwise) to work with children under 18 years of age, as coaches, team managers, tournament directors, officials and umpires (paid or unpaid), should not be appointed.
- (b) Persons seeking appointment to a role in which they are likely to have unsupervised contact with children under 18 years of age, should not be appointed.
- (c) In the case of an existing employee, subject to obtaining appropriate legal advice beforehand, the appointment of the person should be ended.

Sportsmanship

- 70. All athletes, regardless of whether receiving emoluments or not, should perform at their best when representing the Association or Hong Kong, China to compete in local as well as international sports games. Anyone failing to do so will be disciplined or disqualified from joining the sports games.

Acceptance of Illegal Advantages

- 71. It is an offence for athletes to influence the result of a sports game upon accepting illegal advantages. This is an act against the spirit of sportsmanship and would tarnish the reputation of the Association as well as the sport of tennis. The Association shall not tolerate such misconduct and shall report the matter to the ICAC or other appropriate authorities.

Drug Abuse

- 72. Rules governing international sports competitions restrict the misuse and abuse of drugs by athletes to affect their performance in competitions. These doping regulations include those of the International Tennis Federation, Association of Tennis Professionals, Women's Tennis Association, International Olympic Committee, Olympic Council of Asia and World Anti-Doping Agency. The Association strictly adheres to these rules and any athlete who contravenes such rules would be subject to disciplinary actions.

III. Employment Practice

Occupational Health and Safety

73. The Association is firmly committed to ensuring the health, safety and welfare of its employees. The Association shall comply with all occupational health and safety laws and provide all employees with good and safe conditions of working environment.

Equality of Employment Opportunity

74. The Association recognizes that success of the Association depends on the full contribution of all employees.
75. The Association is dedicated to the achievement of equality of opportunity for all of its employees in relation to all personnel matters including recruitment, training, promotion, transfer, benefits, dismissal and, etc. without regard to race, creed, colour, religion, sex, sexual orientation, age, national origin or handicap status. All employees will be treated as individuals solely according to their abilities to meet job requirements.
76. The Association is committed to enhancing the diversity of workplace through recruitment, hiring, retention, training and professional development of a diverse group of employees. The Association also strives to maintain and promote an inclusive culture in which individual differences are respected and valued as qualities that strengthen the working environment and contribute to the Association's ability to promote and develop the growth of tennis at every level.

Sexual Harassment Policy

77. Everyone has the right to be respected and equally treated. Sexual harassment is discriminatory and unlawful and the Association has zero tolerance for sexual harassment behavior. Sexual harassment is a breach to all relevant persons of the organization and shall be subject to disciplinary action. All sexual harassment complaints should be

thoroughly and fairly handled and investigated without delay in accordance with the Sexual Harassment Complaint Lodging Mechanism below.

78. This Sexual Harassment Policy may be reviewed and modified from time to time by HKCTA with reference to Hong Kong law and guidelines of the Equal Opportunities Commission.

79. Objectives and General Principles of the Sexual Harassment Policy

- (a) All relevant persons of the organization have the obligation and responsibility to prevent and eliminate sexual harassment.
- (b) Any person of the organization can lodge a complaint with the person in-charge of handling sexual harassment complaints if he/she witnesses any other person of the organization committing any sexual harassment act or being sexually harassed.
- (c) The objective of the Sexual Harassment Policy is to ensure all relevant persons of the organization (see “Scope” below), are able to work and receive training, participate in sports activities or provide/have access to service under a safe environment free of harassment.

80. Scope

- (a) The Sexual Harassment Policy applies to:
 - i. Persons and administrators appointed or elected to boards of directors, council or committees (including sub-committees) of HKCTA, its subsidiaries and affiliated companies,
 - ii. Staff members of HKCTA (full-time and part-time),
 - iii. Contractors and service providers engaged by HKCTA,
 - iv. Officials appointed or selected by HKCTA in relation to players and/or teams which represent HKCTA including team management personnel such as team captains, coaches, managers, physiotherapists etc.
 - v. Tennis coaches (including assistant coaches) who are appointed and/or employed by HKCTA (whether paid or unpaid),

- vi. HKCTA Licensed Coaches.
- vii. Referees, umpires and other officials (e.g. lines persons) involved in the regulation of the game of tennis appointed by HKCTA,
- viii. Tennis players who enter any tournament, competition, league activity or event (including camps and training sessions) which are conducted or endorsed by HKCTA,
- ix. Any other person who is member of, or affiliated with HKCTA (including life members);
- x. Any other person or entity (for example a parent/guardian, spectator or sponsor) who or which agrees, in writing, (whether on a ticket, entry form or otherwise) to be bound by this Sexual Harassment Policy and/or Code of Conduct.

(b) Complaints will be investigated, and retaliation towards the person filing the complaint will not be tolerated

81. Definition of Sexual Harassment

- (a) Any unwelcome¹ sexual advances, or an unwelcome request for sexual favours or behaviour or conduct which is offensive, humiliating or intimidating, even if the act of the sexual harassment is not intentional.
- (b) Sexual harassment can be a single incident at place of work or study where there are actions, languages or pictures that are of a sexual nature which makes it hard for the person to do the work or pursue study. This is called a “sexually hostile or intimidating environment”.
- (c) Sexual harassment may occur to any person, regardless of gender, both between men and women as well as persons of the same gender.

¹ In general terms, “unwelcome” behaviour is behaviour that is uninvited and unwanted by the recipient(s) of the behaviour.

- (d) Sexual harassment incidents are usually related to power relationship, i.e the powerful harasses the weak. It is also possible that a person weaker in power harasses a more powerful person.
- (e) Sexual harassment occurs when a person to induce or attempt to induce another person to sexually harass a third person by providing or offering to provide that person with any benefit, or subjecting or threatening to subject that person to any detriment.
- (f) Sexual harassment may occur to a person who may be the victim of a hostile environment where he or she is harassed in a pattern of incidents even if it may not be offensive to themselves.
- (g) Examples of Possible Sexual Harassment behaviors
 - i. Repeated attempts to make a date, despite being told “NO” each time;
 - ii. Comments with sexual innuendoes and suggestive or insulting sounds;
 - iii. Relentless humor and jokes about sex or gender in general;
 - iv. Sexual propositions or other pressure for sex;
 - v. Implied or overt threats for sex;
 - vi. Obscene gestures or inappropriate touching (e.g. patting, touching, kissing or pinching);
 - vii. Persistent phone calls or letters asking for a personal sexual relationship; and
 - viii. Displaying sexually obscene or suggestive photographs or literature.

82. Sexual Harassment Complaint Lodging Mechanism

Once an act of sexual harassment occurred, any person affiliated with HKCTA, has the right to lodge a complaint. A complaint relating to sexual harassment can be filed in the following manner:

- (a) The CEO of HKCTA or his delegate (depending on whether the person reporting the complaint prefers a person of the same gender to attend the complaint) would be responsible for handling complaints relating to sexual harassment.

(b) Complaints relating to sexual harassment can either be informal or formal, depending on whether an investigation is conducted into the case. The two approaches are both valid, and the exact approach to be adopted depends on the wish of the complainant:

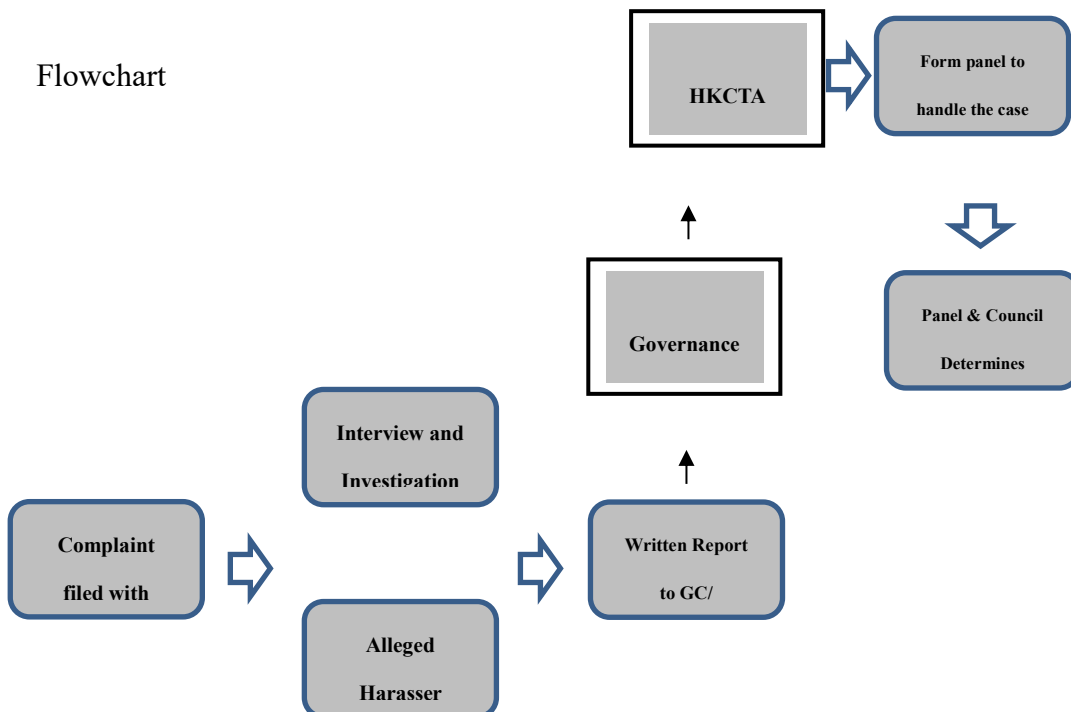
- *Informal Complaint*

For relatively minor and one-off incident, and is made verbally.

- HKCTA shall inform the alleged harasser of his/her behavior is inappropriate, and demand stopping the act of alleged sexual harassment immediately;
- It does not involve a formal investigation; and
- If the person making the informal complaint is not satisfied with the outcome, he/she can lodge a formal complaint.

- *Formal Complaint*

Flowchart



The flowchart above is an illustration of the procedures for handling more incidents and repetitive incidents or an incident that involves a formal complaint. For these incidents:

- A formal complaint is made in written form. The CEO or his/her delegate can assist in the preparation of a written complaint (the complaint will include record of the incident, including dates, time, location witness (if any) and nature, and his/her response);
- It involves an investigation, and the process and findings of the investigation will be properly recorded with recommendations;
- The interviews and statements of both the complainant and the alleged harasser will be documented;
- The alleged harasser must be given notice of the offense, the details of the allegation; and has the right to respond to the allegation(s);
- A written report should be prepared to give an account of the investigation and disciplinary actions, and the considerations behind to both the complainant and the alleged harasser;
- The written report will be reviewed by the CEO, and sent to the Governance Committee and the HKCTA Council.
- The HKCTA Council will decide whether further investigation is required and will form a panel to handle the complaint. (The panel should comprise of an almost equal number of members from both genders)
- The panel upon consultation with HKCTA Council, will determine the disciplinary actions, if any, accordingly;
- If the complainant or alleged harasser involves minors, he/she is entitled to be accompanied by his/her parent or guardian to attend the interviews. The

relevant rules and possible disciplinary actions will be made known to the person and his/her parents;

- Arrangements should be made to avoid the complainant and the alleged harasser from getting into direct contact during the period of investigation; and
- If necessary support and counselling sessions can be offered to the complainant;
- Duties of the alleged harasser concerned may be suspended during the period of investigation;
- All complaints should be handled promptly without unnecessary delay. All information and records related to a sexual harassment complaint shall be handled discreetly and kept confidential, and only be disclosed to relevant persons on a need to-know basis;
- The complainant and the witnesses should be protected against victimization for making or being involved in the complaint;
- If a case proceeds to conciliation, the mutually agreed settlement terms should be documented in an agreement and signed by both parties; and
- If one party does not accept the investigation outcome or the sanctions imposed, an appeal can be made through the Governance Committee.

83. Disciplinary Actions

- (a) Sexual harassment will lead to disciplinary actions and may also entail civil liability and even criminal consequences.
- (b) Individuals or parties if found guilty may be issued a warning or any sanctions deemed appropriate by the HKCTA Council, including but not limited to the termination of employment, engagement, commercial or other relationship, depending on the seriousness and severity of the violation; and

- (c) For serious cases, the complaint will be filed with the Equal Opportunity Commission and/or reported to the police.

Individuality

- 84. The dignity and individuality of each employee will be respected and the privacy and confidentiality of employee records will be safeguarded.

Communication

- 85. Employees shall be kept informed of the Association matters affecting them including the Association goals, directions and performances. Channels for open communication that foster an atmosphere of mutual trust and respect between the Association and employees always exist. If an employee wishes to discuss any matter about the Association, he may speak to his supervisor or any higher level of management.

Development and Remunerations

- 86. The Association shall provide an open, challenging and involving environment for all employees. The Association aims to provide opportunities for the development of the skills of employees to the fullest extent possible within the constraints of the Association.
- 87. The Association's pay structures shall aim at rewarding individuals' abilities and personal performance.

Policy and Practice on Alcoholism and Drug Dependence

- 88. The Association prohibits the use and abuse of alcohol and illegal drugs during the working hours or at the Association's facilities. Possession or sale of illegal drugs by Agents at the Association shall be reported immediately to the Police.

IV. Responsibilities to the Community

Environment Policy

89. Care for the environment is one of the Association's main concerns. The Association, in handling its business, will comply with present laws and regulations concerning environmental policy and conduct its business in a responsible manner without creating risks to human health or the environment.

Support for Community Activities

90. The Association encourages executive committee members, general members and employees to participate in community and civic affairs. As regards participation in political activities, it is entirely personal and voluntary.

Anti-Money Laundering/Policy and Practice on Donations

Anti-Money Laundering

91. The Association and all Agents shall strictly comply with the Anti-Money Laundering Policy of the Association in accepting, handling and processing sponsorships, donations or any other form of funds.

Charitable Donations

92. The Association supports charitable organizations and encourages executive committee members, general members and employees to contribute to charities and/or organize fund-raising events.

Political Donations

93. The Association shall not make any illegal or improper payment or contribution to any public official, person or entity with a political background for the purpose of seeking improper advantages.

VII. Monitoring of Compliance and the Means of Enforcement

Understanding and Compliance of the Code of Conduct

94. It is the personal responsibility of every Agent to understand and comply with the Code of Conduct.
95. Executive members and managers should also in their day to day supervision ensure that all agents of the Association understand well and comply with the standards and requirements stipulated in the Code of Conduct. Problems encountered in enforcement as well as comments or suggestions for improvement of the Code of Conduct should be channeled to the CEO responsible for overall coordination and monitoring of the implementation of the Code of Conduct for consideration and actions.
96. The CEO may consult the Executive Committee which has the ultimate responsibility for administering matters relating to the Code of Conduct.

Violation of the Code of Conduct

97. The Association shall not tolerate any illegal or unethical acts. Anyone violating the Code of Conduct will be disciplined. The Association may impose one or more of the following sanctions:
 - a. impose a warning;
 - b. termination of employment;
 - c. termination of roles within the Association;
 - d. in the case of a coach, suspend or cancel the coach's accreditation or affiliation with the Association for a period or indefinitely;
 - e. expel the Agent from membership of the Association; and
 - f. in the case of a player or the parent or guardian of such player, expel the player from the relevant training program of the Association.

In cases of suspected corruption or other forms of criminality, a report will be made to the ICAC or appropriate authorities.

Complaints

98. Channels of complaints are open to all, including executive committee members, general members, athletes, employees, suppliers and contractors of the Association and the general public.

99. Complaints can be sent directly to the CEO of the HKCTA for receiving and investigating complaints. He/she shall answer directly to the Council for impartial and efficient handling of complaints received.

The CEO, with the support of the Executive Committee, may conduct an investigation into the alleged breach of the code of conduct. The investigation process conducted by the CEO may include any one or more of the following steps: (a) requesting a written response from the complainant, the relevant Agents and any other parties related to the matter; (b) collecting witness statements; (c) conducting interviews; and/or (d) collecting any other information, which may include video footage, photos, recordings etc. that the CEO deems necessary.

If the alleged breach of code of conduct is of serious nature based on the investigation, the CEO shall consult the Executive Committee regarding the imposition of the appropriate sanction measures.

100. The Association shall consider all complaints impartially and efficiently. Unlawful or unethical conduct will be investigated promptly.
101. All information received shall be kept confidential.

Acknowledgment

By signing on the line below, I acknowledge that I have read, understand and agree to comply with the foregoing Code of Conduct. I understand that, if I do not comply with the Code of Conduct, I may be subject to discipline, including discharge from employment. I may also be subject to legal action against me for damages or indemnification.

Review of Code

This code was updated on May 16, 2024 and will be reviewed and updated from time to time.

Document 5(a)

Form A

**Hong Kong, China Tennis Association, and its subsidiary
Conflict of Interest Declaration Form – Council and Committee Members**

Name: _____

Capacity

in

HKCTA: _____

Introduction

It is a declared policy of HKCTA that members of the Council and its Committees must timely and fairly declare any private, professional or commercial interest that could or may conflict with the interests of HKCTA. These interests can be direct or indirect, monetary or non-monetary, which may reasonably be perceived to have an influence on the Council or Committee members' exercise of a sound and fair judgment on HKCTA's affairs.

All Council and Committee members should carefully review and familiarize himself / herself with:

- (i) the relevant provisions in HKCTA's constitution and Code of Conduct about conflicts of interest;
- (ii) guidelines from time to time published by HKCTA on declaration of interests; and
- (iii) the Best Practice Reference for Governance for National Sports Association issued by the Corruption Prevention Department of the ICAC.

Copies of these documents can be obtained from HKCTA on request.

As a general reminder, the consequences for failing to declare an interest which leads to a perception of personal gain (whether monetary or non-monetary) could be dire, hence all members of the Council and the Committees should be vigilant against falling foul of the requirements.

This Declaration Form serves to facilitate the making of declarations on certain more common conflict areas in the context of HKCTA, and emphasis should be made that these areas are not meant to be exhaustive. Considerations should be given to the specific circumstances in individual cases.

Moreover, this Declaration Form is intended to be used for those conflicts that are more of an ongoing nature, such that once a declaration is made with this form, the relevant Council and Committee members would not be required to repeat the same declarations at every meeting. However, conflicts could arise with regard to a specific agenda item at a meeting, and ad hoc and specific declarations on top of those declared by way of this Declaration Form may therefore be required. In case of doubt as to whether particular circumstances may give rise to a conflict, Council and Committee members should make a declaration or seek a ruling from the chairman of the Council / relevant Committee.

Once a declaration is made with this Declaration Form, the relevant Council / Committee member should take the initiative to update HKCTA and the Council / relevant Committee promptly when there is a change in the declared information.

<p>1. Are you , any of your immediate family members (defined to be members of the same household), any company in which you, or your immediate family members control 10% or more of the voting powers, or in which you or your immediate family serve as a director or senior management, a professional promoter or professional referee of any tennis tournament? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>2. Are you or any of your immediate family members a director, senior management or shareholder of a company that is a supplier of tennis-related goods? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>3. Are you or any of your immediate family members (defined to be members of the same household, a professional journalist or commentator? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>4. Are you or any of your immediate family members (defined to be members of the same household) a professional tennis player or a professional tennis coach? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>5. Are you or any members of your immediate family members (defined to be members of the same household) (i) enrolled in any tennis programs of HKCTA; or (ii) a tennis player which participates in tournaments organized by HKCTA? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>6. Are you or any member of your immediate family members a director, senior management or shareholder that control 10 percent or more of voting power of a company that is a supplier or contractor to HKCTA, any of its players or, as far as you are aware, any of its player’s immediate family members or related companies? If yes, please</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>provide details.</p>	
<p>7. Are you or any member of your immediate family members a director, senior management or shareholder that control 10 percent or more of voting power of a company that is a sponsor to HKCTA or any of its players? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>8. Are you a league member of any member club of HKCTA? If yes, please provide details.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Please disclose details of any other interests you may have which conflict or may conflict, directly or indirectly, with your capacity as a member of the Council or Committee of HKCTA.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Signature:

Date:

Part B – Acknowledgement

To :

Acknowledgement of Declaration

The information contained in your declaration form of _____ is noted. It has been decided that:-

- You may continue to speak and vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may continue to speak but should not vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may remain in the meeting as an observer on the matter as described in Part A, provided that there is no change in the information declared above.
- You should withdraw from the meeting and immediately return to the secretary any documents regarding the matter sent to you earlier.
- Others (please specify) : _____

By

Name:

HKCTA Council

Date:

Document 5(b)

Form B

Hong Kong, China Tennis Association

Conflict of Interest Declaration Form – Employees and Independent Contractors (including staff members, full time and part time coaches and hitters)

Name: _____

Position: _____

Part A – Declaration

I would like to report the following existing/potential conflict of interest situation arising during the discharge of my official duties :-

1. Persons/companies with whom/which I have official dealings, family or other relationship
2. My relationship with the persons/companies
3. Relationship of the persons/companies with the Association (e.g. supplier, players under training programs, etc)
4. Brief description of my duties which involved the persons/companies (e.g. handling of tender exercise)

Part B – Acknowledgement

To :

The information contained in your declaration form of _____ is noted. It has been decided that :-

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- Others (please specify) : _____

Chief Executive Officer

Date:

Document 5(c)

Form C
Hong Kong, China Tennis Association
Gifts Declaration Form – Council/Committee Members and Employees

Name: _____

Position: _____

Description of Offeror (Name & Title of Offeror):

Company: _____

Relationship (Business/Personal):

Occasion on which the Gift was/is to be Received:

Description & (Assessed) value of the Gift:

Suggested Method of Disposal:

Remark

() Retain by the Recipient

() Retain for Display/ as a Souvenir in the
Office

() Share among the Office

() Reserve as Lucky Draw Prize at a Staff
Function

() Donate to another Charitable

Organization _____

() Return to Offeror _____

() Others (please specify) : _____

(Name)

(Date)

Completed by HKCTA Chief Executive Officer or Chief Operating Officer

To:

The recommended method of disposal is ***approved/not approved.**

* The gift(s) concerned should be disposed of by way of : _____

(Date)

** Please delete as appropriate*

Document 5(d)

Form D

Hong Kong, China Tennis Association

Outside Employment Declaration Form – Employees and Independent Contractors (including staff members, full time and part time coaches and hitters)

Name: _____

Position: _____

Employer/Self employed:	
Nature of Work:	
No. of Hours per week	
Other Details (if any)	

Signature: _____

Date: _____

I approve/ do not approve your outside employment

Updated December 17, 2025

Hong Kong, China Tennis Association will comply with the Olympic Charter, the IOC Code of Ethics, Articles of Association of the Sports Federation & Olympic Committee and Constitution of the Asian Tennis Federation.

Document 6

**Hong Kong, China Tennis Association
Code of Ethic and Conduct for Coaches**

1. Treat all students with respect at all times. Be honest and consistent with them. Honor all promise and commitments, both verbal and written.
2. Recognize a student's right to consult with their private coach. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.)
3. Treat all students fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, color, sexual orientation, religion, political beliefs, socio-economic status and any other condition.
4. Determine, in consultation with students and others, what information is confidential and respect that confidentiality.
5. Be acutely aware that, as a coach, you are in a position of authority and power, and therefore avoid intimate or sexual relationships with your students.
6. Actively discourage the use of performance-enhancing drugs, the use of alcohol and tobacco and any illegal substance.
7. Recognize individual differences in students and always think of the student's long time best interest.
8. At all times act as a role model that promotes the positive aspects of tennis by maintaining the highest standards of personal conduct and projecting a favorable image of tennis and of coaching at all times.
9. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your students.
10. Encourage students and other coaches to develop and maintain integrity in their relationships with others.
11. Respect others working in tennis and always act in a manner characterized by courtesy and good faith.
12. When asked to coach a student, ensure that any previous coach-student relationship has been ended by the student/other in a professional manner.
13. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
14. Know and abide by tennis rules, regulations and standards and encourage students to do likewise. Accept both the letter and the spirit of the rules.
15. Be open to other people's opinion and be willing to continually learn and develop.

16. Welcome evaluation and feedback from your work by colleagues, and be accountable to players, clients, and HKCTA.
17. Clarify in advance with students/employers the number of sessions, fees, method of payment; explain expected outcome and progressions for the players.
18. Do not engage in any conduct that is contrary to or inconsistent with the policies adopted by HKCTA. Hong Kong Tennis Association Code of Ethics and Conducts for Coaches Revised Date: 16 April 2018
19. Provide feedback to students and other participants, in a caring manner, sensitive to their needs. Ensure all feedback is constructive in nature.
20. Involve the students in decisions that affect them.
21. Encourage and facilitate students' independence and responsibility for their own behavior, performance, decisions and actions.
22. Encourage students to respect one another and to expect respect for their worth as individuals regardless of their level of play.
23. At all times use appropriate training methods that in the long term will benefit the students and avoid those which could be harmful.
24. Ensure that the tasks/training set are suitable for the age, experience, ability and physical and psychological conditions of the students.
25. Respect the fact that your goal as a coach for the student may not always be the same as that of the students. Aim for excellence based upon realistic goals and due consideration for the student's growth and development.
26. Aim for excellence based upon realistic goals and due consideration for the student's growth and development. Ensure your goals as a coach align with the goals of the student.
27. Set challenges for each student which are both achievable and motivating.
28. Avoid unaccompanied and unobserved activities with persons under the age of 18 years.
29. Abide by the HKCTA Child Protection Policy. Refrain from all forms of child abuse as outlined in the document.

Document 7

Hong Kong, China Tennis Association Code of Conduct for Coaches During Travel Trips with Players (dated, November 30, 2024)

The Hong Kong, China Tennis Association (HKCTA) is dedicated to ensuring a safe, professional, and supportive environment for junior players during travel trips. This Code of Conduct outlines the expectations and responsibilities for coaches to uphold high standards of professionalism, integrity, and safeguarding.

1. Professional Boundaries

- Coaches must maintain professional relationships with all junior players.
- Situations that could be perceived as inappropriate or unprofessional should be strictly avoided.
- Private meetings with players in hotel rooms or secluded areas are prohibited.

2. Meeting Locations

- All meetings with players must occur in public or common areas, such as hotel lobbies or designated meeting spaces.
- Transparency is essential to maintain the integrity of the coaching environment.

3. Avoidance of One-on-One Situations

- Coaches should avoid being alone with a junior player in private settings.
- Group settings should be prioritized for discussions and activities.

4. Travel Policies

- All travel arrangements, including accommodations, must be pre-approved and documented by HKCTA in accordance with its Travel and Meal Expenses Reimbursement Policies.
- Coaches are prohibited from sharing rooms with junior players.

5. Female Supervision

- It is preferred to have at least one female adult (e.g., coach, staff member, or parent representative) accompany the team when traveling with female junior players to ensure appropriate supervision.

6. Reporting Mechanisms

- Any incident involving inappropriate behavior or conduct concerns must be reported immediately to the senior management of HKCTA, including the CEO, COO, and the Head of High Performance Department. All reports will be taken seriously and investigated promptly, ensuring confidentiality where appropriate.

7. Parental Involvement

- Open communication between coaches and parents is encouraged.
- Coaches should provide itineraries, contact details, and updates on player activities during travel trips to parents.

8. Training and Education

- Coaches must undergo regular training in safeguarding practices, including:
 - Recognizing and preventing abuse.
 - Maintaining professional boundaries.
 - Understanding responsibilities when working with minors.

9. Emergency Procedures

- Coaches must be familiar with and adhere to clear emergency procedures, including:
 - Steps for managing inappropriate behavior.
 - Handling emergencies involving players or team members (e.g., medical issues or safety concerns):
 - Immediately contact local emergency services if necessary.
 - Notify HKCTA and the player's parents or guardians as soon as possible.
 - Document the incident thoroughly and submit a detailed report to HKCTA upon return.

- Coaches should remain reachable by phone at all times during travel trips with players.

Acknowledgment and Compliance

All coaches are required to read, understand, and comply with this Code of Conduct. Violations may result in disciplinary actions, including suspension or termination of coaching duties. By adhering to this Code, HKCTA coaches ensure a safe, professional, and respectful environment for junior players, fostering their growth and success in tennis.

Document 8

**Hong Kong, China Tennis Association
Code of Conduct for Officials**

The Hong Kong, China Tennis Association (“HKCTA”) requires a high standard of professionalism from all officials working at tournament and competitions. All Officials are automatically bound by, and must comply with, this Code of Conduct for Officials (“Code”). HKCTA shall continue to have jurisdiction over a retired Official under the code in respect of matters taking place prior to his/her retirement.

The Code as issued by HKCTA may be amended from time to time.

Required Standards

Unless otherwise specified, the following Required Standards shall apply at all times while an Official is, or would be reasonably considered to be, acting in his/her capacity as a Licensed Official, which shall include but is not limited to:

1. when within the precincts of the site of a Tennis Event (which shall include any official venue or location related to the Tennis Event);
2. when engaging with players, officials, tournament personnel, spectators or HKCTA personnel in relation to a Tennis Event, whether or not that takes place on-site or during the period of such Tennis Event;
3. when performing any duty set out in the Rules of Tennis, the HKCTA Rules or the Duties and Procedures for Officials; and
4. when engaged by HKCTA or associated tournament or competition to deliver ad hoc services such as delivering training, assisting with officiating administration, and any other officiating tasks.

1. Officials must be in satisfactory physical condition to enable them to carry out their duties.
2. Officials must have natural or corrected vision of 20-20 and normal hearing. In addition, it is recommended that all officials should have their eye tested every three (3) years.
3. Officials must be on time for all matches assigned to them.

4. Officials must be accurate for all sign in/sign out time of all tournaments.
5. Officials must understand, comply with and enforce the Rule of Tennis, the Duties and Procedures for Officials and all tournament regulations and codes of conduct for Tennis Events at which they are officiating, and all other policies applicable to Officials which may be introduced from time to time.
6. Officials must conduct themselves in a respectful manner towards other Officials, tournament personnel, spectators, players, player support personnel and any other person related to any Tennis Event.
7. Officials should maintain a high level of personal hygiene and should maintain a professional appearance at all times.
8. Officials must not drink alcohol or use marijuana (including medical marijuana) or any other substance that may impair one's judgment in the 12 hours prior to any match that they officiate, and at all times while acting in their capacity as an Official.
9. Officials must maintain complete impartiality with respect to all tennis players and player support personnel at all times and must avoid any real or perceived conflicts of interest. Specifically, Officials shall not i) officiate in any match in which they have a real or perceived conflict of interest; or ii) socialize with or become intimate with players, or enter into any relationship (business, personal or otherwise) or take any action on or off court they may call into question their impartiality as an Official. For the avoidance of doubt and notwithstanding the above, Officials may attend social functions at which players are present and may stay in the same hotels as players but shall not share a hotel room with any player of any age. Officials must declare all perceived or actual conflicts of interest with HKCTA Officiating.
Notes: Examples of conflicts of interest include but are not limited to being: a professional tennis player or a friend, relative or player support personnel of a tennis player; a National Tennis Coach; a National Tennis Team Captain; a Tournament Director/Organizer; or an employee, consultant, contractor or business partner/associate for a company that has a commercial interest in tennis.
10. Officials must not, at any time, discuss calls or decisions made by themselves or other Officials with anyone except those Officials directly, the Supervisor/Referee or the HKCTA staff responsible for officiating.

11. Officials shall comply at all times with the applicable criminal laws. For the avoidance of doubt, and without limited the foregoing, this obligation is violated if an Official is convicted of or enters a plea of guilty or no contest to a criminal charge or indictment for any offence in Hong Kong.

12. Officials are bound at all times by, and must be aware of, their obligation under the Tennis Anti-Corruption Program, which includes reporting any corrupt approaches to the HKCTA Officiating. Officials shall not be employed or otherwise associated with or engaged by a company which accepts wagers on professional tennis events.

13. Officials shall not talk to, or have conversations with, spectators while officiating a match, except as is necessary during the ordinary course of officiating a match.

14. Officials must not, at any time, participate in a media interviews or meetings with journalists from which their statements relating to tennis officiating can be printed, broadcast, posted on social media, or otherwise publicly disseminated, without the approval of the Supervisor/Referee.

15. Officials shall not, at any time, give, make, authorize or endorse public comments, including posting anything on any social media channels, which attacks or disparages a tournament, player, other Officials or the HKCTA, and which the Official knows, or should reasonably know, will harm the reputation or financial best interests of, the Tennis Event, players, other Officials or the HKCTA, as applicable. Without prejudice to other provisions of this Code, responsible and measured expression of legitimate opinion shall not amount to a breach of this provision.

16. Officials shall not, at any time, engage in unfair, unprofessional, discriminatory, criminal or unethical conduct, including but not limited to attempts to injure or intentionally interfere with other Officials, players, tournament personnel, player support personnel, and spectators, and reckless or negligent conduct that is likely to cause such injury or interference. All Officials must also set a good example in their conduct to other Officials.

17. Officials shall not, at any time, engage in abusive conduct, either physical or verbal, or threatening conduct or language directed toward other Officials, players, player support personnel, tournament personnel, spectators or members of the press/media.

18. Officials shall not, at any time, abuse their position of authority or control and shall not harm or jeopardize or otherwise attempt to harm and jeopardize the psychological, physical or

emotional wellbeing of other Officials, players, tournament personnel or player support personnel.

19. Sexual advances or sexual harassment or abuse of any kind towards other Officials, players, player support personnel, tournament personnel, spectators or members of the press/media shall not be tolerated.

20. Officials must make all tournament-related requests to the Supervisor/Referee or Chief Umpire.

21. Officials shall commit to work at an event until released by the Supervisor/Referee. If an Official has accepted an assignment to officiate at an event, he/she shall not withdraw from that assignment prior to release by the Supervisor/Referee, without the permission of the appropriate HKCTA Officiating representative.

22. All Officials are under a continuing duty to disclose to HKCTA any actual, suspected or alleged violations of the Code of which they are aware, whether breaches of their own or of another Official. Failure to so report is a violation of the Code.

23. Officials must act honestly at all times with officiating, and in all their dealings with HKCTA and other Officials. Officials must cooperate fully with any investigation under this Code, the Rules for events at which they are officiating. Further, Officials must not (i) provide any inaccurate information, (ii) omit any relevant information which is requested, or (iii) deliberately mislead or attempt to mislead HKCTA, their staff or other Officials.

24. An official must not recruit other officials to work in tournaments unless requested by HKCTA.

25. An official must refer all officiating requests from organizations or companies organizing tennis tournaments to HKCTA.

26. An official must report to HKCTA Officiating once they have received any assignments from mainland / overseas.

27. Violations of the Code for Officials must be reported by the Supervisor/Referee to HKCTA. An Official who violates any of these required standards may have their certification withdrawn,

or he/she may be suspended from officiating for a certain period as decided by the HKCTA Officiating Committee.

*The information provided by you will only be used for the enrolment and promotion of recreation and sports activities organised by our Association and co-organising parties. For correction of or access to personal data after submission of this registration, please contact the staff of our Association.

The HKCTA reserves the right to amend and update the Codes for Officials from time to time.

Document 9

**Representative and Touring Players Code of Conduct, including the Forms of Declaration by
Players and Parents**

The Hong Kong, China Tennis Association Limited (HKCTA)

HKCTA has a mission “to set and maintain the standards of the game to an international level and nurture talented local players to compete in regional and international tournaments”.

In order to achieve this mission, HKCTA relies on the cooperation of all stakeholders to support and abide by the appropriate codes of conduct. Further to that, HKCTA relies on the parents of minors to support the codes, and ensure the player abides by the appropriate codes.

The following code applies to any and all players who are selected to represent Hong Kong, China, or HKCTA, as an individual player or as part of a representative team. The code is applicable to all tours, tournaments, competitions, be they local, or international events, and regardless of standard or standing.

Compliance with this code is a requirement of gaining or retaining a place on the specific team or tour. The items listed in this code are not in priority order and are viewed as having equal importance.

This code consists of 2 sections:

- A. Player Agreement and Declaration to be signed by the player (and the parent if the player is under 18 years of age at the time of signing).
- B. Parent Agreement and Declaration to be signed by at least one parent of the player (if the player is under 18 years of age at the time of signing).

Player Agreement.

1. As I have signed up to be a member of a Hong Kong, China, or HKCTA representative team or tour, I must commit to participate in the tour as well as team training. I acknowledge that withdrawal from the Hong Kong Team will only be accepted in the case of injury or illness (provided that medical certificate from a licensed doctor and, if so required by HKCTA, also from one of the doctors for the Hong Kong Team, is/are provided) or other extenuating circumstances (such as personal bereavements) approved by the Selection Committee. Violators of this rule may face penalties, including:
 - i) Disqualification from representing Hong Kong for up to a year or, if the tournament which the player has withdrawn in violation of the requirements is an important tournament for Hong Kong, up to 2 years; and/or
 - ii) Deduction of national ranking points; and/or
 - iii) Suspension from participating in the next local tournament
2. As a member of a Hong Kong, China, or HKCTA representative team or tour, I acknowledge that on all occasions I am a representative of my country, my coaches, my family and the sport of tennis, and I will:
 - represent myself and Hong Kong, China in the most favourable light.
 - be a role model for tennis in Hong Kong, China.
 - uphold the integrity of the game.
 - strive to attain my full potential.
 - apply myself, both physically and mentally, to the task at hand.
 - demonstrate sportsmanship in victory and defeat.
 - accept success and set-backs with honour and dignity.
 - respect all stakeholders of the game including myself, my family, coaches, opponents, friends, peers, officials and spectators, both on and off the court.
 - act in a professional manner in preparation and in competition.
 - always give my best effort when in preparation, training and in competition.
 - I acknowledge that best effort includes:
 - monitoring and attending to my equipment, appearance, diet, hydration, sleep, preparation, recovery, before and after training and competition.
 - giving maximum physical effort to all off-court or on-court drills, in preparation or training.

- giving maximum attention to any instruction or task given by the HKCTA coach (Team Captain, Manager, Head Coach, or designated assistant coach or trainer).
- answering questions asked by the HKCTA Coach.
- asking questions when I do not understand the task.
- playing each match with the purpose of winning (within the spirit and rules of the game).
- demonstrating resilience both on and off the court.
- reviewing past performances, and researching future opponents.
- learning from all my training and competition experiences, and striving to improve both as a player and a person.

3. I acknowledge I am under the supervision and direction of the HKCTA Coach (Team Captain, Manager, Head Coach, or designated assistant coach or trainer). I will:

- actively take part in all team/tour/tournament activities as determined by HKCTA Coach. These activities include but are not limited to:
 - team on-court warm-up sessions.
 - team physical preparation sessions.
 - individual on-court warm-up or training sessions where applicable.
 - individual physical preparation sessions where applicable.
 - team meetings.
 - team meals.
 - team recovery sessions.
 - individual recovery sessions where applicable.
 - supporting team mates while they are competing.
 - assisting with charting or scouting where applicable.
 - individual post-match debriefs.
 - daily team debriefs.
 - adhering to any individual or team curfew.
 - ensuring my whereabouts is known at all times.
 - follow any other instruction applicable to the team, or the individual, as deemed important by the HKCTA Coach.
- make equal commitment to the technical, tactical, physical and psychological components of my preparation and training.

- arrive on time to all team/tour/tournament commitments including on-court preparation and post-match recovery and debrief.
- play in all events, including doubles and consolation events, as negotiated with the HKCTA Coach.
- remain for the duration of the entire tournament, tour, competition or event, unless with the expressed permission of the HKCTA Coach.
- maintain regular communication with the HKCTA Coach as to my whereabouts.
- adhere to all curfews.
- have a charged mobile phone with me all times, unless at the expressed direction of the HKCTA Coach.
- only communicate with friends and family, outside of the team, tour, tournament, competition, with the permission of the HKCTA Coach.
- not leave the tennis centre, hotel or general vicinity of the coach, without the expressed permission of the HKCTA Coach.
- not enter a pool or swimming area without the expressed permission of the HKCTA Coach. When given permission to swim, abide by the directives and instructions of the life-saving staff.
- not enter another player's room at any time.
- not enter the coaches room at any time, unless at the request of the HKCTA Coach, and in compliance with Child Protection best practices.
- warm-up or train with the allocated coach and training partners regardless of personal preference.
- treat all players, coaches, parents with respect.
- not use my mobile phone or any other electronic device during warm-ups, or training, unless with the expressed permission of the coach.
- not communicate with any spectator or parent during warm-up or training sessions, unless with the expressed permission of the coach.
- prepare, pack and carry my own racquet bag ensuring that all my equipment is in good repair and ready for training/playing; this includes racquets, string, clothing, shoes, first aid kit, and warm-up/fitness equipment.
- wear the HKCTA uniform to all warm-ups, training sessions and matches where deemed appropriate by the HKCTA Coach.

- assist the coaches and my fellow players in clearing, packing and storing all equipment, at the end of the day.
 - clear all rubbish from the court/s and surrounds, at the end of the day.
 - respond in a positive manner to all suggestions and constructive criticism from the coach.
 - abide by all on-court and off-court rules as outlined by the ATP, WTA, ITF, ATF, HKCTA or the relevant national or governing body or tournament/event organiser/organising committee.
 - adhere to the advice and/or the direction of the HKCTA Coach and tournament officials including referees, directors, umpires, lines people, and court supervisors.
4. I am familiar with the following HKCTA policies, and agree to comply with them.
- Child Protection Policy.
 - Social Media Policy.
 - Sexual Harassment Policy.
5. As a minor I will:
- not smoke, drink alcohol, or take any performance enhancing or illicit substances.
 - take prescription medicine only under the direct supervision of the HKCTA Coach.
 - not partake in sexual activity.
6. I am aware of all relevant international rules and regulations associated with being a tennis player, including the following ITF policies:
- Article IV: Onsite Offences concerning Audible and Visual Obscenities, Verbal, Physical Racquet and Ball Abuse, and Best Effort. (www.itftennis.com/media/280343/280343.pdf)
 - Article V: Tennis Anti-corruption. (www.tennisintegrityunit.com)
 - Article VI- Major Offences including Aggravated Behaviour and Contrary Conduct. (www.itftennis.com/media/280343/280343.pdf)
 - Article VII: Medical Control- Anti-doping. (www.itftennis.com/antidoping)

7. I understand that I am responsible for making all my personal stakeholders aware of this code, and its contents. My personal stakeholders include:
- family.
 - friends.
 - spectators and supporters.
 - private coaches and coaching team members.

Player Declaration:

I understand that any breach of this code of conduct, in any part, may result in disciplinary action as deemed appropriate by the HKCTA Player Development Committee, the HKCTA Tournament Committee, the HKCTA Council, or their designated representatives.

Player's Signature: _____

Date: _____

Parent's Signature (if player is a minor): _____ Date: _____

A. Parent (of minors) Agreement.

HKCTA recognises the love and support provided by parents, and encourages parents to be actively involved in their child's personal development through the sport of tennis.

The purpose of the Parent Agreement, as part of this code of conduct, is to clearly define the role of HKCTA, the Team Captain, Manager, Head Coach, or designated assistant coach or trainer, and the parent and the player's support team.

As a parent of a minor, taking part in a HKCTA team, tour, tournament, or competition you must ensure that you, and any member of the player's support team, comply with appropriate sections of this code including, but not limited to, points 3, 4, 5 and 6.

You must recognise and respect the role of the HKCTA Captain/Manager/Coach and support their role in loco parentis for the duration of the tour, tournament, or competition, including any preparation and/or debrief organised prior to, or at the completion of the tour, tournament, or competition.

Communication with your child should be at appropriate times as requested by the HKCTA Coach. The HKCTA Coach will give regular updates and feedback, and provide you with the appropriate mobile number or hotel number, in the case of emergencies. Parents are asked to be mindful of excessive communication with their child, especially early in the morning, late at night, and immediately before or after a match. The coach will encourage your child to communicate with

you, at the most appropriate times.

Parents must allow their child to partake in the full experience of the tour, tournament, or competition, and not attempt to negotiate the terms of this code with the HKCTA Coach, or exclude their child from commitment to team activities, as outlined in point 2 of this code.

If at the venue, you must abide by the rules that govern the behaviour of spectators as outlined by ITF Article IV: On-site Offences. K. Coaching and Coaches.

(www.itftennis.com/media/280343/280343.pdf), and any other relevant rule or condition as stipulated by the ATP, WTA, ITF, ATF, HKCTA or the relevant national or governing body, or tournament/event organiser/organising committee.

The parents must ensure that any private coach (or member of the player's support team) attending a sanctioned event (tour, tournament, or competition) must only do so in the capacity of a spectator. The private coach will have no role with the team, tour, tournament, or competition, and must recognise and respect the role of the HKCTA Coach, and support their role in loco parentis for the duration of the tour, tournament, or competition, including any preparation and/or debrief organised prior to, or at the completion of the tour, tournament, or competition. Specifically, they will have no role in any team activity as outlined in point No.2 of this code, and must allow the HKCTA Coach to prepare and debrief the player at the start and end of the tour, the day's play, and each individual training session or match. Any communication with the player must be with the expressed permission of the HKCTA Coach.

Parent declaration:

I understand that any breach of this code of conduct, in any part, by myself or any member of the player's support team, may result in disciplinary action against the player, as deemed appropriate by the HKCTA Player Development Committee, the HKCTA Tournament Committee, the HKCTA Council, or their designated representatives.

Parent's Signature (if player is a minor): _____

Date: _____

Policies, Procedures and Protocols

Document 10

Parent Code of Conduct Policy

National Team Events | Hong Kong, China Tennis Association

(dated July 18, 2025)

Introduction

This Code of Conduct outlines the behavioral expectations for parents and guardians attending national team events. The aim is to create a respectful, supportive, and positive environment for athletes, coaches, officials, and all participants.

General Expectations

1. Support and Encouragement

Provide emotional support and encouragement to your child and their teammates.

2. Respect for All

Treat all players, coaches, officials, and spectators with respect, regardless of the outcome of any match.

3. Positive Communication

Use respectful and constructive language when discussing player performance, both privately and publicly.

Conduct Guidelines

1. Event Attendance

Parents are welcome at all national team events but must remain in designated spectator areas and avoid entering player, coach, or official zones.

2. Coach Interaction

Communicate with coaches respectfully and constructively, and raise concerns only at appropriate times. Coaches have final authority over team decisions.

3. Promotion of Sportsmanship

Encourage fair play, teamwork, and respectful behavior, regardless of match results.

4. **Sideline Behavior**

Do not instruct or coach players from the sidelines. Such actions are disruptive and not permitted.

Conduct Toward Coaches and Officials

1. **Acceptance of Decisions**

Respect the decisions of match officials without argument or disruption. Encourage your child to do the same.

2. **No Public Criticism**

Refrain from publicly criticizing coaches, officials, or players. Such behavior undermines team morale and authority and may result in removal from the event.

Consequences of Misconduct

The Hong Kong, China Tennis Association expects all parents and guardians to comply with this Code. Misconduct will be addressed promptly and may result in the following actions, depending on severity and frequency:

1. **Verbal Warning**

Minor or first-time violations may result in a verbal reminder from team officials or event staff to correct the behavior.

2. **Written Warning**

For repeated or more serious incidents, a formal written warning may be issued and recorded by the Association.

3. **Temporary Removal from Event**

If behavior disrupts the event or compromises the safety or integrity of the environment, the parent may be asked to leave the venue immediately.

4. **Meeting with Team Management**

In cases of ongoing or serious misconduct, the parent may be required to attend a meeting with team management to discuss the incident. Further action, including restrictions or conditions on future attendance, may be imposed.

5. Suspension from Future Events

Continued breaches or serious conduct violations may result in suspension from attending future national team events, matches, training sessions, or other Association activities.

6. Permanent Ban

In cases involving threats, abuse (verbal or physical), or actions that severely affect the wellbeing of others or the reputation of the Association, a permanent ban from all future events and activities may be imposed.

All disciplinary decisions rest with the Hong Kong, China Tennis Association and may involve input from coaches, team staff, and event organizers. The Association reserves the right to act in the best interests of the players and the team environment.

Conclusion

By upholding this Code of Conduct, parents and guardians play a vital role in creating a safe, respectful, and positive environment for our young athletes. Your cooperation is essential to the success and spirit of national team events. The Association may review this policy from time to time and make amendments accordingly.

Document 11

a.

Hong Kong, China Tennis Association
Complaint Handling Mechanism

<i>Introduction</i>	This document sets out the HKCTA’s process and procedure for all Pursuable Complaints.
<i>Pursuable Complaints</i>	<p>1. A “Pursuable Complaint” refers to a complaint lodged against one or more employees or officers of HKCTA alleging misconduct and/or breach of duty during the discharge of their duties as HKCTA employees or officers, in violation of HKCTA’s applicable requirements and policies.</p> <p>2. Pursuable Complaints exclude the following:</p> <ul style="list-style-type: none"> (a) complaints regarding the selection of players, captains, coaches, team leaders or related officials under the Selection Policy. Such complaints shall be handled in accordance with the Selection Appeals Procedure as published from time to time; (b) complaints contesting the outcome of any competition or match play. In the interest of fair play, individuals who feel aggrieved during a competition or match, or with its outcome (where applicable), should follow existing procedures for resolution; and (c) repeated complaints that have already been addressed will not be considered unless new substantive grounds or evidence are submitted. <p>A "Pursuable Complaint" refers to a complaint lodged against one or more employees or officers of the HKCTA alleging misconduct and/or breach of duty during the discharge of their duties as HKCTA employees or officers, in violation of HKCTA's applicable requirements and policies.</p>
<i>How to Complain</i>	<p>1. The complaint procedure in this Mechanism is initiated when:</p> <ul style="list-style-type: none"> (a) a complainant (or his/her parent or guardian, as applicable) completes the standard complaint form prescribed by HKCTA, attaching all relevant supporting documents (referred to as the “Complaint”); and (b) the entire set of the Complaint is sent via email to the Secretariat at info@tennishk.org, with a copy addressed to the CEO of HKCTA (Christopher Lai: Chris.Lai@tennishk.org). <p>2. While specific content requirements may be outlined in the standard complaint form, generally, a Complaint will not be processed unless the conditions are met:</p>

	<ul style="list-style-type: none"> (a) the Complaint pertains to a Pursuable Complaint; (b) the name, contact number, email address and correspondence address of the complainant (and his/her parent or guardian, as applicable) are clearly set out in the Complaint; and (c) the name(s) of the employee(s)/officer(s) to which the Complaint relate are clearly identified in the Complaint; (d) the Complaint includes detailed grounds for the Complaint, specifying the precise nature of the alleged misconduct or breach of duty; (e) the Complaint includes any relevant documents or written evidence that the complainant relies upon to support their complaint. These documents must be directly relevant to the Complaint.; and (f) the complainant (or his/her parent or guardian, as applicable) expressly consents to the full and fair disclosure of the information provided in the Complaint to be fully and fairly disclosed to any employee(s) and officer(s) directly involved in addressing the Complaint. <p>3. Any materials provided to HKCTA for a Complaint will be at the disposal of HKCTA and will not typically be returned to the complainant.</p>
<p><i>No Duty to Further Investigate</i></p>	<ul style="list-style-type: none"> 1. During the processing and review of a Complaint, HKCTA, the Secretariat, and the Complaint Reviewer (as defined below) are not obligated to initiate or conduct additional investigations or seek further information from any person or party to ascertain the facts of the case beyond the information and/or materials included in the Complaint. 2. However, the Secretariat retains full discretion to collect additional information from any person or party, including the complainant, if the Secretariat deems it may provide useful supplementary information for the Complaint Reviewer during the review of the Complaint.
<p><i>The Complaint Reviewer</i></p>	<ul style="list-style-type: none"> 1. The Complaint Reviewer shall be appointed by HKCTA’s Executive Committee and will typically (though not always) be a person with legal qualification or background. 2. Pursuable Complaints which are deemed serious, complex, or those that attract significant public attention may be assigned to a panel comprising multiple Complaint Reviewers, at the discretion of HKCTA’s Executive Committee. 3. If the appointed Complaint Reviewer has any involvement with, or a relationship to a party who may be affected by the outcome of the Complaint, or if there exists any conflict of interest regarding the Complaint, the Complaint Reviewer shall be disqualified from conducting the review. In such cases, an independent alternate will be appointed by

	<p>HKCTA's Executive Committee to replace the Complaint Reviewer and carry out the review.</p>
<p><i>Conduct of the Complaint Review</i></p>	<ol style="list-style-type: none"> 1. Upon receipt of the Complaint, the CEO of HKCTA (or his/her nominee) will provide a written acknowledgment of receipt to the complainant within 10 business days. 2. After acknowledging the receipt of the Complaint, and before notifying the complainant of the identity of the Complaint Reviewer, the Secretariat will review the information provided in the Complaint and gather any additional relevant information deemed necessary for the Reviewer's assessment. 3. Within 3 months from the date of acknowledgment, the Secretariat will notify the complainant of the identity of the appointed Complaint Reviewer for the Complaint. 4. The complainant may object to the appointed Complaint Reviewer by notifying the Secretariat of their objection and providing the reasons for such objection (the "Objection") within 48 hours from the notice of the Complaint Reviewer. Objections can only be made based on the ground specified in paragraph 3 under "<i>The Complaint Reviewer</i>" above. 5. HKCTA shall respond to the objection within 7 days of receiving it, notifying the complainant either that: <ol style="list-style-type: none"> (a) the Complaint Reviewer has been changed, providing details of the new Complaint Reviewer; or (b) the Complaint Reviewer has not changed, along with the reasons for not accepting the Objection. 6. The decision of HKCTA regarding the selection of the Complaint Reviewer under this Mechanism will be final. 7. The Complaint Reviewer will commence the review of the Complaint as soon as practicable and, in any case, within 30 days of receiving the final decision on the selection of the Complaint Reviewer. 8. The Complaint Reviewer shall provide appropriate directions for the consideration of the matter, including: <ol style="list-style-type: none"> (a) determining whether the Complaint should proceed through written submissions or an oral hearing; (b) specifying the date and location for the parties involved in the Complaint to convene and address the matter; and (c) determining whether the parties involved in the Complaint should submit statements of evidence and/or

	<p>written submissions prior to the hearing, and if so, establishing a timetable for doing so.</p> <p>9. The Complaint Reviewer will assess the grounds stated in the Complaint and satisfy himself/herself, based on reasonable standards, whether there has been misconduct and/or breach of duty on the part of the employee(s) and/or officer(s) subject to the Complaint while discharging their duties as HKCTA employees or officers, in violation of HKCTA’s applicable requirements and/or policies, warranting internal disciplinary actions.</p> <p>10. The Complaint Reviewer shall be entitled to:</p> <p>(a) dismiss the Complaint; or (b) accept the Complaint and provide their findings and recommendations on disciplinary actions and other measures to prevent recurrence to the HKCTA Council.</p> <p>11. HKCTA will communicate the outcome of the Complaint to the complainant in writing (or through an alternative method of communication as determined by the Complaint Reviewer) -</p>
<p><i>Confidentiality</i></p>	<p>1. Subject to the provisions of this Mechanism and the standard complaint form, the complainant (including his/her parent or guardian, as applicable), HKCTA and any parties related to the Complaint are under an obligation of confidentiality in respect of the Complaint. Save as permitted under this Mechanism, none of these parties shall make any public statement or disclosure of any other matter referred to by any of the parties during the course of these process and procedure.</p> <p>2. Notwithstanding paragraph 1 above, HKCTA shall be entitled to publish the findings of the Complaint Reviewer in such manner and to such extent as is necessary and proper to inform public.</p>
<p><i>Appeal Procedure</i></p>	<p>1. If either the complainant or the employee/officer who is subject to the Complaint is dissatisfied with the findings and recommendations of the Complaint Reviewer, they must exercise their right to appeal within 7 days of receiving the findings. The notice of appeal should be sent in writing to the Secretariat of the HKCTA by email, with the CEO copied, in the same manner as described in paragraph 1 of “<i>How to Complain</i>” above, clearly stating the grounds for the appeal and providing any supporting evidence or arguments.</p> <p>2. The HKCTA Council will determine, within 60 days from the date the notice of appeal is received, whether the appeal</p>

	<p>warrants further review. The decision of the HKCTA Council on whether to proceed with the appeal shall be final.</p> <ol style="list-style-type: none"> 3. If the HKCTA Council agrees that the appeal has merit, the Complaint will be remitted for a second review by an appeal panel. The appeal panel shall consist of not less than three new Complaint Reviewers who were not involved in the initial review process. 4. The appeal panel consider the grounds of appeal and any additional evidence or arguments presented. The appeal panel will establish, to their reasonable satisfaction, whether or not there has been misconduct and/or a breach of duty on the part of the employee(s) and/or officer(s) subject to the Complaint, in contravention of HKCTA's requirements and/or policies applicable to them -. 5. The appeal panel shall be entitled to: <ol style="list-style-type: none"> (a) uphold the original findings and recommendations of the Complaint Reviewer; (b) modify the findings and recommendations based on the appeal grounds presented; (c) reverse the original findings and recommendations and propose alternative disciplinary actions or measures. 6. The decision of the appeal panel shall be final and binding. The HKCTA Council will inform the complainant and the employee/officer who is subject to the Complaint of the appeal panel's decision in writing (or through another agreed method of communication) -.
<p><i>Complaint Review is not a Judicial Process</i></p>	<p>It is important to note that the review of a Complaint under this Mechanism is not a judicial process, and as such, any findings resulting from a complaint handled through this Mechanism will be limited to internal disciplinary purposes only. The purpose of this Mechanism is to address alleged misconduct and breaches of duty by HKCTA employees or officers in accordance with HKCTA's requirements and policies. The findings and recommendations made by the Complaint Reviewer are intended solely for the consideration of the HKCTA Council in determining appropriate internal disciplinary actions and measures to prevent future occurrences. It should be understood that the outcome of this process does not carry the legal weight or authority of a court of law or any regulatory authority, and it does not supersede any legal or regulatory proceedings that may be pursued independently by the complainant outside the scope of this Mechanism. HKCTA has full discretion to suspend the Complaint Mechanism with respect to a Complaint if a legal proceeding or regulatory proceeding with respect to the same Complaint has commenced.</p>

Document 12

b) PROCEDURES FOR HANDLING OF COMPLAINTS OF UMPIRES/OFFICIALS

1. Purpose

1.1 In order to handle formal complaints made by the general public against umpires and officials, HKCTA has set out the mechanism and procedures for the handling of such complaints.

2. Background

2.1 Equal opportunity, fair play and transparency form a key part of HKCTA's core values. It is HKCTA's objective to handle all complaints in an open, fair and transparent manner following prescribed mechanisms and procedures that are applied equally to all complaints.

3. Principles for handling of complaints

7.1 The complainant must be identifiable and must be one of the persons involved in the incident complained of or his/her guardians. The complainant must submit the complaint in writing to HKCTA addressing to the Officiating Committee Chairperson by one of the following methods:-

- (a) Email: info@tennishk.org;
- (b) Fax: 2894 8704;
- (c) Post: Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong; or
- (d) The Feedback Submission on HKCTA website.

3.1 The following complaints will be looked into but will not be officially responded to by HKCTA:-

- (a) Anonymous complaints;
- (b) Oral complaints;
- (c) Complaints not filed by the persons involved in the incidents or their guardians;
- (d) Complaints that are under legal proceedings which may amount to a violation of Hong Kong laws;
- (e) Complaints relating to incidents that occurred more than one year ago; or
- (f) Complaints where no contact information of the complainant is provided.

4. Mechanism for handling complaints

- 4.1 Complaints should be addressed to the Officiating Committee Chairperson and sent by fax, post, email info@tennishk.org, or the Feedback Submission on the HKCTA website
- 4.2 In general, upon receiving a written complaint which does not fall under the categories as set out in section 3.2 above, a case file should be opened and an acknowledgement of receipt should be given to the complainant by the CEO/ HKCTA staff members within 10 working days of receiving the complaint.
- 4.3 All written complaints which do not fall into the categories as set out in section 3.2 above shall be directed by the CEO/ HKCTA staff members to the Officiating Committee for further handling within 3 working days of sending the acknowledgment of receipt.
- 4.4 The Officiating Committee /CEO/ HKCTA Staff shall review the complaint and determine the next steps to be taken within seven working days of receiving the complaint where possible.
- 4.5 Where the complaint is deemed to be of a non-serious nature, the Officiating Committee/ CEO shall instruct or delegate the handling of complaint to the relevant staff member for follow-up.
- 4.6 Where the complaint is deemed to be of a serious nature, the complaint would be discussed in the Officiating Committee. Depending on the subject matter and seriousness of the complaint, the Officiating Committee will determine:-
 - (a) if further information should be gathered to aid the review and investigation of the complaint;
 - (b) the actions that should be taken to investigate the complaint;
 - (c) the format of the investigation;
 - (d) if a hearing and/or interview of the umpires/officials is required; and
 - (e) any other matter which the Officiating Committee shall deem fit for the purpose of investigation of the complaint.
- 4.7 Following the Officiating Committee's investigation into the complaint, a written summary of the findings and decision shall be made.
- 4.8 In all cases, a written response or investigation report should be provided to the complainant within two months of receiving the complaint, where possible. In situations where this is not possible, the complainant should be informed of the expected timeframe for a written response.
- 4.9 In cases where a disciplinary action is required, the person in question shall also be informed of the decision within the same timeframe as the complainant.

4.10 If the complainant is not satisfied with the decision, they shall be entitled to lodge an appeal of the decision, as detailed in section 5 below. Persons subject to disciplinary actions shall also be entitled to appeal in accordance with section 5.

4.11 A written record of the complaint, together with the written response or investigation report, shall be kept by HKCTA and made available for future reference. In keeping such a record, HKCTA should observe the relevant data protection principles as outlined in section 7, including but not limited to removing or covering up the personal data of the complainant and umpires/officials involved from the written record.

5. Appeal Mechanism

5.1 Should a complainant or umpire/official subject to disciplinary action be dissatisfied with the decision of the Officiating Committee in relation to the initial complaint, he/she shall be entitled to lodge an appeal.

5.2 To lodge an appeal, the complainant or umpire/official subject to disciplinary action must submit a written appeal request stating the reasons and/or the grounds of appeal to HKCTA within two weeks of receiving the written response or investigation report to their initial complaint.

5.3 The appeal shall be referred to the HKCTA Council, and the HKCTA Council shall determine whether a further investigation into the complaint should be made, and if so, the format of this investigation, including whether an appeal committee should be formed to consider the appeal.

5.4 A written response of the Council's decision to the appeal request should be provided to the complainant or umpire/official subject to disciplinary action within one month of the appeal. In situations where this is not possible, the complainant or umpire/official should be informed of the expected timeframe for a written response.

5.5 The decision of the Council shall be final and binding on all parties and no party shall have the right to appeal against such a decision.

6. Conflict of Interest

6.1 Where a complaint directly concerns a member of staff or a committee or Council member, this person shall not handle the complaint or participate in the investigation of the complaint or the appeal process.

6.2 To avoid any potential conflict of interest, any person involved in the handling or investigation or review of the complaint with an interest shall declare his/her interest as soon as is reasonably practicable and shall not vote on any decision in relation to the

complaint. If such a person casts a vote, the vote shall not be counted.

7. Handling of confidential information and personal data

- 7.1 All content and information of the complaints is to be kept strictly confidential and access to such content and information shall be restricted to the relevant responsible persons only.
- 7.2 The responsible persons should not publicly disclose any content or information relating to the complaint without authorisation from Officiating Committee, unless such a disclosure is made for the purpose of complying with a court order or the law.
- 7.3 All personal data collected in relation to the complaint must be handled by the responsible persons in observation of the regulations and recommendations as laid down in the Personal Data (Privacy) Ordinance (Cap.486), including:-
- (a) Clearly stating the purpose(s) and method(s) of collection of personal data;
 - (b) Ensuring that the personal data collected is adequate but not excessive for the purpose(s) as stated in 7.3(a);
 - (c) Ensuring that the personal data is only used for the purpose(s) as stated in 7.3(a); and
 - (d) Ensuring that the personal data is not kept longer than is necessary for the fulfilment of the purpose(s) as stated in 7.3(a).
- 7.4 The responsible persons should refer to the relevant provisions in the Personal Data (Privacy) Ordinance (Cap.486) and on the website of the Office of the Privacy Commissioner for Personal Data at <http://www.pcpd.prg.hk/> when handling personal data.

8. Publicization of Complaints Procedure

- 8.1 Details for how complaints can be lodged and the procedures, as well as time pledges such as acknowledgement of receipt of complaints shall be publicised to the general public.
- 8.2 Players and participants as well as their guardians shall be made aware of the complaints handling procedures, including disciplinary actions and their rights in the process.

Document 13

d. PROCEDURES FOR HANDLING OF COMPLAINTS OF COACHES

1. Purpose

1.1 In order to handle formal complaints made by the general public against coaches, HKCTA has set out the mechanism and procedures for the handling of such complaints.

2. Background

2.1 Equal opportunity, fair play and transparency form a key part of HKCTA's core values. It is HKCTA's objective to handle all complaints in an open, fair and transparent manner following prescribed mechanisms and procedures that are applied equally to all complaints.

3. Principles for handling of complaints

3.1 The complainant must be identifiable and must be one of the persons involved in the incident complained of or his/her guardians. The complainant must submit the complaint in writing to HKCTA addressing to the CDQC Chairperson by one of the following methods:-

- (a) Email: info@tennishk.org;
- (b) Fax: 2894 8704;
- (c) Post: Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong; or
- (d) The Feedback Submission on HKCTA website.

3.2 The following complaints will be looked into but HKCTA will not officially respond

- (a) Anonymous complaints;
- (b) Oral complaints;
- (c) Complaints not filed by the persons involved in the incidents or their guardians;
- (d) Complaints that are under legal proceedings which may amount to a violation of Hong Kong laws
- (e) Complaints relating to incidents that occurred more than one year ago; or
- (f) Complaints where no contact information is provided.

4. Mechanism for handling complaints

4.1 Upon receiving a written complaint, the HKCTA shall open a case file and send an acknowledgement of receipt to the complainant within 10 working days of receiving the

complaint.

4.2 Where the complaint is of a less-serious nature, HKCTA shall instruct the relevant staff member to follow-up.

4.3 Where the complaint is of a serious nature, the HKCTA will determine:-

- (a) if further information should be gathered to aid the review and investigation of the complaint;
- (b) the actions that should be taken to investigate the complaint;
- (c) the format of the investigation;
- (d) if a hearing and/or interview of the coach(es) is required; and
- (e) any other matter which the CDQC shall deem fit for the purpose of investigation of the complaint.

4.4 In all cases, a written response or investigation report should be provided to the complainant within two months of receiving the complaint, where possible.

4.5 In cases where a disciplinary action is required, the person in question shall also be informed of the decision within the same timeframe as the complainant.

4.6 If the complainant is not satisfied with the decision, they shall be entitled to lodge an appeal of the decision, as detailed in section 5 below. Persons subject to disciplinary actions shall also be entitled to appeal in accordance with section 5.

5. Appeal Mechanism

5.1 Should a complainant or person subject to disciplinary action be dissatisfied with the decision relating to the initial complaint, he/she shall be entitled to lodge an appeal.

5.2 To lodge an appeal, the complainant or person subject to disciplinary action must submit a written appeal request stating the reasons and/or the grounds of appeal to HKCTA within two weeks of receiving the written response or investigation report to their initial complaint.

5.3 The appeal shall be referred to the HKCTA Council for consideration, and can be sent by fax, post, email info@tennishk.org, or the Feedback Submission form on the HKCTA website.

5.4 The HKCTA Council shall determine whether a further investigation into the complaint should be made, and if so, the format of this investigation, including whether an appeal committee should be formed to consider the appeal.

5.5 A written response of the Council should be provided to the complainant or person subject to disciplinary action within one month of the appeal.

The decision of the Council shall be final and binding on all parties and no party shall

have the right to appeal against such a decision.

6. Conflict of Interest

- 6.1 Where a complaint directly concerns a member of staff / coach or a committee or Council member, this person shall not handle the complaint or participate in the complaint or appeal process.
- 6.2 To avoid any potential conflict of interest, any person involved in the handling or review of the complaint with an interest shall declare their interest as soon as is reasonably practicable and not vote on any decision in relation to the complaint in question.

7. Handling of confidential information and personal data

- 7.1 All contents and information of the complaints is to be kept strictly confidential and restricted to the relevant responsible persons only.
- 7.2 The responsible persons should not publicly disclose any contents or information relating to the case without authorisation from HKCTA senior management.
- 7.3 All personal data collected in relation to the complaint must be handled by the responsible persons in observation of the regulations and recommendations as laid down in the Personal Data (Privacy) Ordinance, including:
 - (e) Clearly stating the purpose and method of collection of personal data.
 - (f) Ensuring the data is only used for the purpose of handling the complaint.
- 7.4 The responsible persons should refer to the relevant provisions in the Personal Data (Privacy) Ordinance (Cap.486) and on the website of the Office of the Privacy Commissioner for Personal Data at <http://www.pcpd.prg.hk/>.

8. Publicization of Complaints Procedure

- 8.1 Details for how complaints can be lodged and the procedures, as well as time pledges such as acknowledgement of receipt of complaints shall be publicised to the general public.
- 8.2 Players and participants shall be made aware of the complaints handling procedures, including disciplinary actions and their rights in the process.

Document 14

PROCEDURES FOR WORK ASSIGNMENT OF OFFICIALS

1. Purpose

In order to provide potential applicants with clear information on the procedures by which Hong Kong, China Tennis Association ('HKCTA') selects and assigns officials, HKCTA has set out the procedures in this document.

2. Background

Equal opportunity, fair play and transparency form a key part of HKCTA's core values. It is HKCTA's objective to make officials assignments in a fair and transparent manner, with a prescribed and clear process for applicants.

3. Officials

a) Requirements

- i. Applicants must be HKCTA registered officials.
- ii. Each position will indicate the minimum qualification required.

b) Application Procedure and Selection

- i. All positions will be posted on the HKCTA official intranet platform. Applicants should create a user account (if one has not previously been created) and login to the HKCTA officials intranet at <https://www.tennishk.org/en/official-login/> to view all available positions, their requirements and the application deadline.
- ii. Qualified applicants can apply for any available positions before the application deadline through the HKCTA official intranet.
- iii. After the application deadline, the responsible HKCTA staff member will compile the list of applicants that applied for the position(s) and send to the referee or chief umpire, who are appointed by the Selection Panel of the Officiating Committee, to determine the selection of applicants to be appointed. The referee or chief umpire will select the officials based on the following criteria
 - a. Past performance/ experience;
 - b. Location of the event
- iv. Successful applicants will be informed directly via email and/or SMS or check on the intranet of their appointments to a position within 10 business days following the selection by the referee/chief umpire.

Document 15

PROCEDURES FOR ASSIGNMENT OF JOBS FOR PART-TIME COACHES

1. Purpose

In order to provide potential applicants with clear information on the procedures by which Hong Kong, China Tennis Association ('HKCTA') assigns jobs for part-time coaches, HKCTA has set out the procedures in this document.

2. Background

Equal opportunity, fair play and transparency form a key part of HKCTA's core values. It is HKCTA's objective to make part-time coach assignments in a fair and transparent manner, with a prescribed and clear process for applicants.

3. Requirements

- a) Applicants must be HKCTA licensed coaches.
- b) Each position will indicate the minimum qualification level required.
- c) No Sexual Conviction Record.

4. Application Procedure and Selection

- a) All available positions with its requirement will be posted on the HKCTA coaches intranet. Interested applicants should complete the application on the HKCTA coaches intranet before the application deadline.
- b) Qualified applicants can apply for any available jobs before the application deadline through the application link.
- c) After the application deadline, the responsible HKCTA staff member will send the list of qualified applicants that applied for the position(s) to the HKCTA Technical Executive and programme in-charge to determine the selection of applicants to be appointed for the position(s). the HKCTA Technical Executive and programme in-charge will select the coaches based on the following criteria:
 - i. Past performance;
 - ii. Experience with the programme; and
 - iii. Location of the programme
- d) Successful applicants will be informed directly via email and/or message / or HKCTA coaches intranet of their appointment for a position within seven days of the application deadline.

Document 16

**HONG KONG, CHINA TENNIS ASSOCIATION
PROCEDURE FOR ELECTION
(last updated [May 13,] 2025)**

1. Officers Selected by Election

The following Officers of the Association and Members of the Council shall be elected once every two years at an Annual General Meeting (AGM) and shall hold office for two year terms and be eligible for re-election, subject to the provisions in Article 42.

for the period with effect from the close of the Annual General Meeting in 2025 until the close of the Annual General Meeting in 2026:

- (a) Officers of Association
 - (i) President
 - (ii) Honorary Secretary
 - (iii) Honorary Treasurer
 - (iv) Immediate Past President (if any)
 - (v) Three Vice-Presidents (who are elected among the Members of the Council).

- (b) Members of Council
 - (i) Up to 12 directly elected Council Members
 - (ii) 1 Council Member nominated by Hong Kong Tennis Foundation Limited
 - (iii) Up to 2 Council Members elected amongst those people having direct financial interest in the game as set out in Article 46(b) of HKCTA Articles of Association;

 - (i) [this section is intentionally left back TBD]

2. Nomination Procedures

- (a) For a candidate to be entitled to be nominated in an Annual General Meeting for election to be an Officer of the Association or Member of the Council, the following requirements must be met, subject to the provisions in section 2(d-g):

- (i) The candidate must be proposed via written proposal from a Member Club;
- (ii) The candidate must give consent to accept the nomination;
- (b) The written proposal must be received by the Honorary Secretary not less than thirty (30) days before the date of the AGM.
- (c) Member clubs may make more than one nomination with no limit.
- (d) A candidate may be nominated for more than one post but no candidate shall be elected for more than one post within the same term. Hence if a candidate is nominated for the posts of President and Honorary Secretary and he is elected as President, his nominations for the remaining position shall be deemed to be withdrawn automatically.
- (e) For candidates for the Presidency, the following provisions shall apply:
 - (i) The candidate must have served at least two consecutive years on the Council;
 - (ii) Any Councillor wishing to be a candidate for Presidency must resign from the post of Councillor first;
 - (iii) The President shall be eligible for re-election. **this section is intentionally left back TBD** no eligible person is nominated for the Presidency, the incumbent President shall remain eligible for re-election and may continue to serve as President until a new President is elected.
- (f) The number of Vice-Presidents shall be three (3). They shall be elected by the Councillors every year at the first Council meeting after the AGM from amongst the Council Members. They shall serve office for one year but be eligible for re-election **[provided, however that, no individual may serve as Vice President for more than [8] years regardless of whether those years are consecutive]**.
- (g) Any Councillor wishing to be a candidate for the post of Honorary Secretary or Honorary Treasurer must resign from his post of Councillor first.
- (h) The Council member nominated by the Hong Kong Tennis Foundation shall be appointed by the Board of Directors or other governing body of Hong Kong Tennis Foundation Limited.

3. Issuance of AGM Notice

The Association shall issue a notice to persons who are entitled to receive such notice under Article 23 concerning the names of the candidates for election no less than forty-five (45) days before the date of the AGM.

4. Voting Rights

- (a) Each Member Club shall be entitled to send two representatives nominated in writing by

the Member Club to attend the Annual General Meeting.

- (b) The duly authorised representative(s) of each Member Club present shall have one vote each in elections.
- (c) Each Member Club shall submit the names of its representatives to the Association no later than 12:00 noon on the day of the AGM, or in the case of any adjournment thereof, not less than 48 hours (exclusive of any part of a day that is a public holiday) before the time for the holding of such adjourned meeting.
- (d) Member Clubs which have not paid its annual subscription shall not be allowed to have any representatives at the AGM and hold no voting rights in elections.
- (e) The officers of the Association, being the President, the Immediate Past President, the three Vice Presidents, the Honorary Secretary and the Honorary Treasurer of the Council shall be entitled to vote with one vote each.
- (f) No objection may be raised to the qualification of any person voting at a General Meeting except at the General Meeting or adjourned General Meeting at which the vote objected to is tendered. Any such objection must be referred to the Chairman of the General Meeting whose decision is final.

5. *Appointment of Proxy*

- (a) If an Officer of the Association (being the President, the immediate Past President, three Vice Presidents, the Honorary Secretary and the Honorary Treasurer of the Council) is unable to attend the AGM or other general meeting in person, he may appoint another person to serve as a proxy by sending a proxy notice form in writing to the Association.
- (b) The proxy notice form should state clearly the name and HKID card number of that Member appointing the proxy. It should also identify the person appointed to be the proxy, their HKID card number and the meeting for which that person is appointed. The proxy notice must be dated and signed on behalf of the Member and must be received by the Association by 12 Noon on the day of the meeting.

6. *Voting Procedures*

- (a) A quorum of 10 representatives from Members clubs be personally present.
- (b) Before an election, voters are required to present their Hong Kong Identity Cards or passports at the registration counter for registration and appropriate identification.
- (c) Election of Officers and Council Members shall be decided on a show of hands during the

AGM except in cases where the number of nominations exceeds the number of vacancies, where a poll can be demanded in advance or at the AGM by at least 5 Member Clubs, Member clubs representing in aggregate at least 5 per cent. of the total voting rights at the AGM, or the Chairman of the meeting.²

- (d) Voting forms will not be required if the number of nominations does not exceed the number of vacancies (show of hands to confirm).
- (e) In the case where a voting form is used, each Member Club representative shall be given one set of voting forms.
- (f) Each voting form will list out the names of the candidates running for a particular post and will specify the number of vacancies available for that post. Voters may indicate support for candidates by putting a tick in a box next to their names.
- (g) For posts with a single vacancy, voters may indicate support for one candidate only.
- (h) For posts with multiple vacancies, voters may indicate support for several candidates, the total number of which must not exceed the number of vacancies available for the post, failing which will render the voting form invalid.
- (i) Member Club representatives shall complete and return the voting forms, which shall be collected in a ballot box and counted by representatives from the Association's auditing firm in a timely and open manner.
- (j) In the case of an equality of votes, the Chairman of the meeting shall be entitled to a second or casting vote.
- (k) Votes are kept safely for two years for subsequent verification.

7. Calculation of Votes

- (a) Only valid votes cast shall count towards the calculation of votes. Non-votes (voting forms not placed into the ballot box) and spoiled votes shall not count towards the calculation of votes. Blank votes are considered as valid votes.
- (b) After all votes have been counted, the Chairman of the AGM or delegate shall declare the results promptly following the vote count.
- (c) For posts with only one seat (i.e. President, Honorary Secretary General and Honorary Treasurer), the candidate receiving the largest number of votes is elected.
- (d) For posts with multiple seats (i.e. Council Members Category 1* and Category II*), the candidates will be elected in descending order of the number of votes they receive in

² In accordance with Article 36.

accordance with the number of available seats.

- (e) In the case of an equality of votes, the Chairman of the AGM shall be entitled to a second, or casting vote.
- (f) The counting of votes shall be conducted in an open manner and immediately after the balloting deadline. If immediate counting is not practicable, all ballots shall be properly sealed to prevent tampering and stored securely until counting can be conducted.
- (g) All ballots must be cast before the official casting deadline. No further ballots may be submitted once the deadline has passed. All cast ballots shall be securely stored in a double-locked ballot box. The keys to the ballot box shall be held separately by the scrutineer and a staff member appointed by the Association to prevent unauthorized access. The secured ballots shall remain safeguarded for a reasonable period after the election to allow for any necessary verification or review.
- (h) A scrutineer shall be appointed to oversee the entire election process, ensuring its fairness and transparency. (b) The responsibilities of the scrutineer include, but are not limited to:
 - (i) Supervising the counting of votes.
 - (ii) Handling and verifying invalid ballots.
 - (iii) Announcing the election results in coordination with the Association.
 - (iv) Documenting any irregularities or violations observed during the election process.
- (c) An independent individual may be appointed as a scrutineer to enhance impartiality and credibility.

8. Casual Vacancy

If a casual vacancy arises during the term of an office, the Council may appoint by way of co-option any individual who is eligible for election as Officer or Council Member to fill the casual vacancy. The Officer or Council Member so appointed must retire from office at the next AGM following the appointment, at which an election for that office shall take place. In order to preserve the two-year election cycle, an Officer thus elected shall hold office until the AGM at which that office would next come up for election and, if eligible, may stand for re-election.

9. Key Dates

Date	Details
45 clear days or more before the AGM	Notice of AGM sent out to all Member Club
30 clear days before the AGM	Deadline for written nominations to be submitted by Member Club to Honorary Secretary
21 clear days before the AGM	Issuance of notice of candidates for election
Date of the AGM	By 12:00 Noon: Deadline for nomination of voting representatives by Member Clubs & submission of proxy voting forms by Officers of Association
	Election at general meeting

This document will be periodically reviewed by the Council and may be subject to modification from time to time.

Document 17

**HONG KONG, CHINA TENNIS ASSOCIATION
RULES AND PROCEDURES FOR CONVENING COUNCIL MEETINGS
(dated [March 1, 2025])**

1. Frequency of Meetings

- The Council shall meet at least four times a year.
- Additional meetings may be convened as necessary by the President or upon the request of at least one-third of the Council Members.

2. Minimum Notification Period for Convening Meetings

- Notice of Council meetings must be given at least seven (7) days in advance.
- In case of urgent matters, a shorter notice period may be permitted with the approval of the President.

3. Minimum Delivery Period of Meeting Agenda and Discussion Papers

- The agenda and discussion papers must be circulated to all Council Members at least five (7) days before the scheduled meeting.

4. Meeting Details

- Meeting details, including time, date, and venue, must be clearly stated in the meeting notice.
- Meetings shall be held at the HKCTA office or an alternative suitable location approved by the Council.
- Virtual meetings may be permitted using appropriate communication platforms that allow all participants to hear and interact with each other.

5. Quorum and Minimum Attendance Requirement

- The quorum for Council meetings shall be determined in accordance with Article 49 of the HKCTA Articles of Association, which states that six members shall form a quorum unless otherwise provided.

- In accordance with Article 60 of the HKCTA Articles of Association, should a Councillor miss four consecutive meetings of the Council without tendering any reasonable excuse to the satisfaction of the Council, they shall be deemed to have retired as a Councillor and shall not be eligible to stand for the next election.

6. Deadline for Confirming Attendance

- Council Members must confirm their attendance at least three (3) days before the scheduled meeting.

7. Deadline for Proposing Discussion Topics or Issues

- Council Members must submit proposed discussion topics or issues to the Hon. Secretary at least ten (10) days before the meeting.
- Late submissions may only be included at the discretion of the President.

8. Rules of Proceedings of the Meeting

- The Council shall keep proper minutes of their proceedings, as stipulated in Article 50 of the HKCTA Articles of Association.
- Any Councillor or member of any Committee may participate in a meeting by means of a conference telephone or similar communication equipment, per Article 51 of the HKCTA Articles of Association.
- The Chairperson of the meeting shall ensure that discussions remain relevant and that all members have an opportunity to express their views.

9. Resolution Mechanism

- Resolutions shall be passed by a simple majority of votes of the Councillors present unless otherwise required by the Articles of Association.
- A resolution in writing signed by all the Councillors, except those absent from Hong Kong or temporarily unable to act through ill health or disability, shall be valid as if it had been passed at a duly convened meeting, as per Article 52 of the HKCTA Articles of Association.
- The Council may continue to act notwithstanding any vacancy in its body, in accordance with Article 53 of the HKCTA Articles of Association.

10. Minutes and Documentation

- The minutes of each meeting must be recorded, signed, and kept as official records.
- Copies of the minutes must be circulated to all Council Members within fourteen (14) days after the meeting.
- The minutes must also be filed and made available for review by authorized personnel.

11. Review and Amendments

- This document is subject to periodic review by the Council and may be modified accordingly from time to time.

Document 18

**DOCUMENT RETENTION POLICY
Hong Kong, China Tennis Association
(dated May 30 1024)**

The document records of Hong Kong, China Tennis Association and its subsidiaries and affiliated companies, including but not limited to Hong Kong Tennis Open Event Management Limited, HKTO Women's Event Management Ltd, HKCTA Pickleball Association Limited and HKTA Foundation Limited (hereafter the "Association") are important assets. Records include essentially all records, whether paper or electronic. A record may be as obvious as a memorandum, an e-mail, a contract or or something not as obvious, such as a computerized desk calendar, an appointment book or an expense record. The law requires the Association to maintain certain types of records, usually for a specified period of time. Failure to retain those records for those minimum periods could subject the Association to penalties and fines, cause the loss of rights, obstruct justice, spoil potential evidence in a lawsuit, place the Association in contempt of court, or seriously disadvantage the Association in litigation.

The Association expects all employees to fully comply with any published records retention or destruction policies and schedules, provided that all employees should note the following general exception to any stated destruction schedule: If you believe, or the Association informs you, that Association records are relevant to litigation, or potential litigation (i.e., a dispute that could result in litigation), then you must preserve those records until the Chief Operating Officer and General Counsel of the Association determines the records are no longer needed. That exception supersedes any previously or subsequently established destruction schedule for those records. If you believe that exception may apply, or have any question regarding the possible applicability of that exception, please contact the Chief Operating Officer and General Counsel of the Association. From time to time the Association establishes retention or destruction policies or schedules for specific categories of records in order to ensure legal compliance, and also to accomplish other objectives, such as preserving intellectual property and cost management. Several categories of documents that bear special consideration are identified below. While minimum retention periods are suggested, the retention of the documents identified below and of documents not included in the identified categories, in electronic form or otherwise, should be determined primarily by the application of the general guidelines affecting document retention identified above, as well as any other pertinent factors.

- a) Tax Records . Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents

concerning the Company's revenues. Tax records should be retained for at least seven years after the date of transaction.

- b) Employment Records/Personnel Records. The Association is required to keep certain recruitment, employment and personnel information. The Association should also keep personnel files that reflect performance reviews and any complaints brought against the Association or individual employees under applicable laws. The Association should also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records should be retained for seven years after the termination of employment of relevant employees.
- c) Council and Committee Materials. Meeting minutes should be retained in perpetuity in the Association's minute book. A clean copy of all Council and Committee materials should be kept for no less than three years by the Association.
- d) Press and Public Releases. The Association should retain permanent copies of all press and public releases on the basis that the Association should have its own copy to test the accuracy of any document a member of the public can theoretically produce against that Association.
- e) Legal Files. Legal counsel should be consulted to determine the retention period of particular documents, but legal documents should generally be maintained for a period of seven years, except for files relating to conveyancing matters which shall be kept for 15 years.
- f) Marketing , Sales and other Corporate Documents . The Association should keep final copies of marketing and sales documents for the same period of time it keeps other corporate files, such as published annual reports and company brochures, generally three years.
- g) Final, execution copies of all contracts entered into by the Association should be retained. The Association should retain copies of the final contracts for at least twelve years beyond the life of the agreement.
- h) Electronic Mail. (i) E-mail that needs to be saved should be either: printed in hard copy and kept in the appropriate file; or (ii) downloaded to a computer file and kept electronically or on disk as a separate file. The retention period depends upon the subject matter of the e-mail, as covered elsewhere in this policy.

Failure to comply with this Document Retention Policy may result in punitive action against the employee, including suspension or termination. Questions about this policy should be referred to the Chief Operating Officer and General Counsel of the Association.

Document 19

Incident Reporting Protocol Hong Kong, China Tennis Association

(dated 10 February 2025)

1. Purpose

This protocol delineates a standardised framework for the reporting, documentation, and management of incidents arising during tennis programmes. Its primary objective is to uphold participant safety while ensuring adherence to legal and organisational requirements.

2. Scope

This protocol is applicable to all participants, coaches, volunteers, and officials engaged in tennis programmes administered by the Hong Kong, China Tennis Association.

3. Definition of an Incident

An incident is characterised as any occurrence resulting in injury or potential injury, damage to property, or any circumstance that may compromise the safety and welfare of participants. This encompasses, but is not limited to:

- Physical injuries (e.g., sprains, fractures)
- Near-miss events
- Equipment malfunctions
- Safety hazards (e.g., inclement weather conditions)
- Behavioural infractions (e.g., bullying, harassment)

4. Reporting Procedures

4.1 Immediate Response

- Prioritise the safety of all individuals involved. Where necessary, contact emergency services (999 in Hong Kong).

- Administer first aid to the affected party if appropriately certified.

4.2 Incident Reporting Documentation

All incidents must be formally documented using the prescribed Incident Reporting Form to be obtained from the Manager of Development department or the Manager of the High Performance Department. This document should be completed expeditiously following the occurrence of an incident. In addition, pictures should be taken at the environment where the incidents occur as support to the reporting documentation.

4.3 Authorised Reporters

- Coaches
- Participants (where age-appropriate)
- Parents/Guardians
- Volunteers

4.4 Reporting Timeline

- All incidents must be reported within 24 hours of occurrence.
- Critical incidents necessitating medical intervention must be reported without delay.

5. Review Process

All completed Incident Reporting Forms must be submitted to the Manager of High Performance, Manager of Development, CEO and COO of the Hong Kong, China Tennis Association within 48 hours of the incident. These officers shall conduct a thorough review and determine appropriate remedial actions, including:

- Undertaking a formal investigation
- Implementing corrective measures
- Notifying relevant authorities, as required

6. Data Collection and Analysis

All incident reports shall be systematically recorded and analysed at regular intervals (e.g., quarterly) to identify trends and areas necessitating enhancement in safety protocols. The data collated shall serve as a foundation for refining training programmes and fortifying risk

management strategies.

7. Training and Awareness

Comprehensive training shall be provided to coaches, volunteers, and participants concerning the incident reporting protocol. Awareness initiatives shall be instituted to underscore the significance of incident reporting and to cultivate a culture of safety and vigilance.

8. Confidentiality

All reported incidents shall be managed with the utmost confidentiality. Personal information shall not be disclosed without explicit consent, except where legally mandated.

9. Periodic Review of Protocol

This protocol shall undergo systematic review on an annual basis or following any significant incident to ensure its continued efficacy and relevance.

Document 20

Hong Kong, China Tennis Association (HKCTA) Leave Application Protocol (dated June 20, 2024)

1. Purpose: The purpose of this protocol is to outline the procedures for applying for leave by employees of the Hong Kong, China Tennis Association (HKCTA).

2. Scope: This protocol applies to all employees of the HKCTA, including permanent, temporary, and contractual staff and coaches.

3. Types of Leave: Employees can apply for the following types of leave:

- Annual Leave
- Sick Leave
- Maternity/Paternity Leave
- Unpaid Leave
- Special Leave (e.g., study leave, personal leave)

4. Leave Entitlement: Leave entitlements are outlined in the employee's contract. Employees should refer to their contracts for specific details regarding the amount of leave they are entitled to.

5. Application Procedure:

5.1 Advance Notice:

- Annual Leave: Submit at least 1 week in advance.
- Sick Leave: Inform the immediate supervisor as soon as possible and submit a medical certificate if the leave exceeds 2 days.
- Maternity/Paternity Leave: Submit at least 1 month in advance.
- Unpaid Leave and Special Leave: Submit at least 2 weeks in advance.

5.2 Leave Application Form:

- Submit the Leave Application Form (attached hereto).
- Fill in the required details, including:
 - Employee Name
 - Department

- Type of Leave
- Start Date
- End Date
- Reason for Leave (if applicable)
- Contact Information during Leave

5.3 Submission:

- Submit the completed Leave Application Form to the immediate supervisor for initial approval.
- The supervisor will review the application and may discuss any potential issues with the employee.
- After the supervisor's approval, forward the form to the HR Department for final approval and record-keeping.

5.4 Notification:

- The HR Department will notify the employee of the approval or rejection of the leave application as soon as possible and within 5 working days of submission.
- If the leave is approved, the HR Department will update the employee's leave records accordingly.

6. Emergency Leave: In case of emergencies where advance notice cannot be given, employees must inform their immediate supervisor or the HR Department as soon as possible. The formal leave application should be submitted upon return to work.

7. Return to Work: Employees are required to report back to work on the day following the last day of their approved leave. Any extension of leave must be requested and approved in accordance with this protocol.

8. Documentation:

- Medical certificates must be submitted for sick leave exceeding 2 days.
- For other types of leave, additional documentation may be requested by the HR Department.

9. Monitoring and Review: The HR Department will monitor leave usage and ensure compliance with this protocol. The protocol will be reviewed periodically and updated as necessary.

10. Contact Information: For any queries regarding leave application, employees should contact the Manager of the HR Department.

Document 21

Meals and Entertainment Policy

(dated 9 May 2024)

Business Entertainment with External Parties

Business meals with external parties include reasonable and actual amounts spent by Council members, Committee members, and employees on food and other refreshments purchased in surroundings conducive to and including a business discussion with external parties such as sponsors, vendors, customers, tennis clubs, tennis players, government officials, local and international tournament owners, directors and personnel (e.g. ATP and WTA), external overseas or local coaches or other clients and visitors. Maximum reimbursable thresholds for these expenses on per head basis are set out below:

- Breakfast HK\$ 80
- Lunch HK\$ 250
- Dinner HK\$ 400

HKCTA will reimburse entertainment expenses only provided that the entertainment will directly benefit HKCTA, or if it directly precedes or follows a substantial and bona fide business discussion for the purposes of obtaining income or another business benefit.

Meal Expense incurred in Internal Discussion

Council members, Committee members and employees will be reimbursed for reasonable and actual expenses for meals incurred in setting where no external parties are present but internal discussion of business and affairs of HKCTA are held. The reimbursement of these expenses must be pre-approved by either the CEO or the COO of HKCTA prior to the occurrence of the related events. Maximum reimbursable thresholds for these expenses on per head basis are set out below:

- Breakfast HK\$ 80
- Lunch HK\$ 120
- Dinner HK\$200

Updated December 17, 2025

Reimbursements of expenses require the filing of expense report, the form of which is attached hereto. The expense reporting will include date, names of individuals, titles and companies, as well as the business purposes.

Employees should always use their judgement and common sense when incurring and charging business meals and entertainment expenses.

Document 22

**Hong Kong, China Tennis Association
Office Tidiness, Free Seating, Conduct, and Security Access Policy
(dated August [30], 2024)**

1. Purpose

This policy is designed to maintain a clean, organized, secure, and professional working environment at the Hong Kong, China Tennis Association. It covers office tidiness, free seating arrangements, noise control, visitor management, energy conservation, waste reduction, professional conduct, and security access.

2. Scope

This policy applies to all employees, contractors, and visitors using the office premises.

3. Office Tidiness

• **Daily Cleanliness:**

- Employees are responsible for maintaining the office in a clean and organized state. Personal items should be stored properly, and work surfaces should be clear at the end of each day.
- Common areas, including meeting rooms, must be kept tidy. Employees should clean up after themselves in these spaces.

• **Waste Management:**

- Employees are expected to practice a "no waste" approach by minimizing the generation of waste and maximizing recycling efforts.
- Cardboard boxes must not be left in the workspace. Boxes should be flattened and placed in the designated recycling area immediately after use.
- Trash must be disposed of in designated bins. Recycling bins outside of the office should be used for recyclable materials.
- Food waste must be disposed of promptly to prevent odours and pests.

• **Personal Belongings:**

- Personal belongings, including bags, should not be left on the floor where they may cause clutter or create a safety hazard. These items should be stored under desks or at places where they do not obstruct walkways.

• **Shared Equipment:**

- Office equipment, such as printers, copiers, and kitchen appliances, should be kept clean. Any malfunctioning equipment should be reported to the Executive Assistant immediately.
- **End of Day Routine:**
 - Employees are required to clear their desks at the end of each workday.
 - Lights, computers, and other electrical equipment should be turned off when not in use.

4. Free Seating Arrangement

- **Seating Allocation:**
 - Employees may choose their seats on a first-come, first-served basis each day. Employees are not assigned seats to encourage co-mingling among teams for the purpose of fostering team work.
- **Hot Desking Etiquette:**
 - Employees must ensure that the workstation they occupy is left clean and ready for the next user. Personal items should not be left on desks overnight.
 - Belongings left at a workstation will be placed in the lost and found area at the end of the day.
- **Booking Meeting Rooms:**
 - Meeting rooms must be booked in advance using the office's scheduling system kept by the Executive Assistant. Rooms should be left clean and ready for the next meeting after use.

5. Noise Control

- **Noise Levels:**
 - Employees are expected to maintain a quiet and professional environment. Conversations should be kept at a low volume.
 - Use of headphones are encouraged to ensure that the volume does not disturb others.

6. Visitor Management

- **Visitor Protocol:**
 - All visitors must sign in at the reception upon arrival. The record shall be kept by the Executive Assistant.

- Visitors should be accompanied by an employee at all times and must adhere to the Association's office policies, including noise control and tidiness.
- **Confidentiality:**
 - Employees must ensure that visitors do not have access to confidential or sensitive information during their time in the office.

7. Energy Conservation

- **Energy Efficiency:**
 - Employees are encouraged to turn off lights, computers, and other electronics when not in use to conserve energy.
 - Energy-efficient practices, such as using natural light where possible and minimizing the use of heating and cooling systems, should be adopted.
- **Equipment Use:**
 - Office equipment should be set to energy-saving modes, and appliances like printers and copiers should be turned off at the end of the day.

8. Waste Reduction

- **Recycling:**
 - Recycling bins for paper, plastics, and other recyclable materials are located outside the office. Employees shall dispose recyclable wastes to in such location.
 - Efforts should be made to reduce paper use, such as by opting for digital documentation and double-sided printing.
- **Waste Minimization:**
 - Employees should be mindful of waste, particularly with disposable items. The use of reusable containers, utensils, and materials is encouraged.
 - Cardboard boxes should be broken down and recycled immediately to prevent clutter.

9. Professional Conduct

- **Workplace Behavior:**
 - Employees are expected to conduct themselves in a professional manner at all times, respecting the privacy and workspace of colleagues.

- Harassment, discrimination, or any form of unprofessional behavior will not be tolerated and may result in disciplinary action. Employees are reminded to observe the HKCTA Code of Conduct in this area.
- **Communication Etiquette:**
 - Communication within the office, whether verbal or written, should be clear, respectful, and professional. This includes the use of email, instant messaging, and phone calls. Employees are reminded to observe the HKCTA Code of Conduct in this area.

10. Usage of the Olympic House Office by Tennis Coaches

- **Office Usage**
 - Tennis coaches may use the Olympic House office on the days when they have on-court sessions or other business meetings in Hong Kong Island. However, if they have team or other meetings at the Kowloon Tsai office or other sites on the same day, they shall, to the extent physically possible, attend the meetings in person at the Kowloon Tsai office or other sites, as applicable.

11. Security Access

- **Access to the office**
 - The office may be accessed by way of the finger print lock or an access card.
- **Access Cards:**
 - Each employee will be issued an access card that provides entry to the office. Employees are responsible for their access cards and should not share them with others.
 - Employees must use their access cards each time they enter the office premises. Doors should not be propped open or left unsecured.
- **Lost or Stolen Cards:**
 - In the event that an access card is lost or stolen, the employee must report it immediately to the Executive Assistant so that the card can be deactivated and a replacement issued. Failure to report a lost or stolen access card promptly may result in disciplinary action

12. Compliance and Enforcement

- **Non-Compliance:**

- Employees who fail to adhere to this policy may receive a verbal reminder. Repeated non-compliance may result in further disciplinary action in accordance with the Association's HR policies.

13. Review of Policy

- This policy will be reviewed from time to time to ensure it remains relevant and effective. Any updates will be communicated to all employees.

Document 23

Hong Kong, China Tennis Association Overtime Claim Policy (Dated: October 7, 2024)

Objective

This policy provides guidelines for employees of the Hong Kong, China Tennis Association (the "Association") on how to claim overtime for work performed outside their contractual working hours.

1. Eligibility for Overtime

Employees may claim overtime under the following circumstances:

- International Tennis Tournaments: When working at international tennis events outside of the hours specified in the employee's contract.
 - Specified Meetings: Overtime may be claimed for participation in committee meetings, council meetings, and parent meetings that occur outside of normal contractual working hours, unless otherwise agreed with the heads of departments.
 - On-Court Training Sessions: Tennis coaches may claim overtime for on-court training sessions arranged outside of their normal contractual working hours, provided these sessions are pre-agreed by the Performance Manager.
 - Pre-Agreed Duties: Overtime spent on duties carried out outside of normal contractual working hours that have been pre-agreed with the heads of departments shall be entitled to compensation for overtime claims.
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2. Overtime Compensation

- Overtime will be compensated with additional time off (compensatory time) equivalent to the hours worked beyond contractual hours.
- Cash compensation for overtime will only be granted if expressly agreed upon by the Association before the work is performed.

- Overtime worked on Sundays or Public Holidays, regardless of the amount of time worked, will be compensated with one full day of additional time off.
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3. Exclusions

Employees working on their regular duties beyond standard office hours, whether in the office or at home, are not entitled to claim overtime unless specified by their supervisor or department head.

4. Claim Procedure

- Employees must complete an Overtime Claim Form, detailing the date, time, and nature of the overtime work, and submit it to their supervisor for approval within five (5) business days of completing the overtime work.
 - The supervisor, after reviewing the claim, shall submit it to the Financial Controller for final approval, with a copy to the HR department for processing.
 - The HR Department shall provide the OT Claim Form which may be modified from time to time.
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5. Time Off Utilization

Employees must utilize their accumulated overtime time off within three (3) months of its accrual. Failure to use the compensatory time within this period may result in forfeiture unless otherwise approved by the Association.

6. Monitoring and Review

The Association reserves the right to review and amend this policy periodically to ensure it aligns with operational needs and legal requirements. The Association reserves the right of the final decision and interpretation of this policy.

Document 24

Personal Data Handling Policy Hong Kong, China Tennis Association (HKCTA) (dated October 7, 2024)

1. Purpose

This Personal Data Handling Policy sets forth the guidelines for all employees, coaches, umpires, council and committee members, independent contractors, and any other relevant personnel of the Hong Kong, China Tennis Association (HKCTA) to ensure compliance with the Personal Data (Privacy) Ordinance (PDPO) in Hong Kong and other applicable privacy laws. The policy governs the collection, use, storage, and handling of personal data obtained through employment, contracts, tournaments, tennis programs, and any other activities.

2. Scope

This policy applies to all personal data collected or processed by HKCTA relating to:

- Players participating in tournaments and tennis programs.
- Employees, coaches, umpires, and independent contractors.
- Any other individuals whose personal data may be processed in the course of HKCTA operations.

3. Definitions

- **Personal Data:** Information that relates to an identified or identifiable individual, such as names, contact details, identification numbers, employment history, financial information, or any other data covered under the PDPO.
- **Data Subject:** Any individual whose personal data is processed by HKCTA, including players, participants, employees, and contractors.
- **Data Controller:** HKCTA, which determines the purpose and means of the processing of personal data.
- **Data Processor:** Any party (including employees, coaches, contractors) who processes personal data on behalf of HKCTA.

4. Principles for Handling Personal Data

HKCTA is committed to handling personal data in accordance with the following principles under the PDPO:

4.1. Lawfulness, Fairness, and Transparency

- Personal data must be processed lawfully, fairly, and in a transparent manner.

4.2. Purpose Limitation

- Personal data shall be collected only for specific, legitimate purposes related to HKCTA's operations, including employment, tournament organization, and program administration after obtaining the data subject's consent.
- The data must not be further processed in ways incompatible with the original purposes unless consent from the relevant data subject is obtained.

4.3. Data Minimization

- Personal data collected must be adequate, relevant, and limited to what is necessary for the intended purpose.

4.4. Accuracy

All practicable steps shall be taken to ensure that:-

- Personal data is accurate and, where necessary, kept up to date.
- Inaccurate personal data should be corrected or deleted without delay.

4.5. Storage Limitation

All practicable steps shall be taken to ensure that:-

- Personal data is not kept for longer than necessary for the purpose for which it was collected.
- Data retention periods must comply with applicable laws, including statutory periods for employment and contractual records.

4.6. Integrity and Confidentiality

All practicable steps shall be taken to ensure that:-

- Personal data is processed securely to protect against unauthorized or unlawful processing, accidental loss, destruction, or damage.
- Data must be stored in systems with appropriate technical and organizational measures to ensure its security.

5. Rights of Data Subjects

HKCTA recognizes the rights of data subjects under the PDPO, including:

- **Right of Access:** Data subjects can request access to their personal data held by HKCTA.
- **Right of Correction:** Data subjects can request correction of inaccurate or incomplete personal data.
- **Right to Object:** Data subjects may object to certain types of data processing.
- **Right to Deletion:** Data subjects may request the deletion of their personal data, subject to legal obligations or legitimate business interests of HKCTA.

6. Data Collection and Processing

- Personal data should be collected through lawful means, such as application forms, contracts, or consent agreements.
- Consent for the collection, use, and processing of personal data should be obtained where necessary, particularly for sensitive data, such as health or financial information.
- Data processors (including staffs, coaches, contractors, and umpires) must comply with HKCTA's instructions and data handling policies at all times.

7. Security Measures

HKCTA will implement appropriate physical, technical, and organizational measures to safeguard personal data, including:

- **Access Control:** Restricting access to personal data to authorized personnel only.
- **Encryption:** Ensuring data is encrypted where necessary, especially during electronic transmission.
- **Confidentiality Obligations:** All staff, coaches, contractors, and affiliates handling personal data must maintain strict confidentiality.

8. Data Breach Reporting

In case of a data breach, HKCTA will take immediate action to mitigate risks and notify relevant authorities and affected data subjects if required by law. Breaches should be reported to the Chief Executive Officer, Chief Operation Officer and General Counsel without delay.

9. Data Transfers

Personal data may only be transferred to third parties, including external service providers or international partners, in compliance with the PDPO and applicable laws. Cross-border transfers of

personal data will only be made when appropriate safeguards are in place.

10. Responsibilities

All HKCTA personnel, including employees, coaches, umpires, council and committee members, and contractors, are responsible for ensuring compliance with this policy. Non-compliance may result in disciplinary action, termination of contract, or legal consequences.

11. Training and Awareness

HKCTA will provide regular training and guidance on personal data handling practices to all relevant personnel to ensure full understanding and compliance with this policy and applicable laws.

12. Policy Review and Updates

This policy will be reviewed regularly or whenever necessary to reflect changes in legal requirements or HKCTA operations.

Contact Information

For questions or concerns about this policy or the handling of personal data, please contact HKCTA's General Counsel at calvin.lai@tennishk.org.

Document 25

Travel Related Expenses Reimbursement Policy
Hong Kong, China Tennis Association
(dated July 29, 2024)

1. Purpose

Hong Kong, China Tennis Association and its affiliated and associated entities (collectively, “HKCTA”) recognize that council members, committee members, officers, coaches, staffs and certain independent contractors (“Personnel”) of HKCTA may be required to travel or incur other expenses from time to time to conduct organizational business and to further HKCTA’s mission. Events require business travel include but are not limited to tournament director meetings, International Tennis Federation meetings, Asian Tennis Federation meetings, tennis tournaments, training trips, site and tennis academy visits, and team events. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. It is the policy of HKCTA to reimburse only reasonable and necessary expenses actually incurred by Personnel. When incurring business expenses, HKCTA expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend HKCTA’S money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report in the form attached hereto as Annex I, shall be submitted within two weeks of the completion of travel, if travel expense reimbursement is requested.

3. Receipts

Receipts are required for all expenditures billed directly to HKCTA such as airfare and hotel charges. No expense will be reimbursed to Personnel unless the individual requesting

reimbursement submits with the Expense Report written receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, and credit card receipts (if applicable). Receipts attached to the report shall be numbered. For the incurrence of petty expenses where it is not practicable to obtain receipts, Personnel shall record such expenses on the Petty Change Voucher for the trip. No more than HK\$200 of such petty expenses shall be reimbursed per trip.

4. General Travel Requirements

A. Advance Approval. All trips by coaches, staffs, employees and independent contractors involving air travel or at least one overnight stay must be approved in advance by the relevant heads of the departments. All trips by heads of departments, council members or committee members involving air travel or at least one overnight stay must be approved in advance by one of the President, the Chief Executive Officer or the Chief Operating Officer. The approvers of the trips shall inform the accounting department.

B. Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which HKCTA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to HKCTA outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing shall be considered.

C. Personal and Spousal Travel Expenses. Individuals traveling on behalf of HKCTA may incorporate personal travel or business with their HKCTA-related trips; however, Personnel shall not arrange HKCTA travel at a time that is less advantageous to HKCTA or involving greater expense to HKCTA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by HKCTA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by HKCTA.

5. Air Travel

A. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. HKCTA will reimburse or pay only the cost of the economy class fare (for flights requiring flight time of eight hours or less) and the cost of the premium economy class

fare (for long haul flights requiring flight time of more than eight hours) actually available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination. Boarding passes shall be kept and presented together with the Expense Report.

B. Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of HKCTA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

6. Lodging

Personnel traveling on behalf of HKCTA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. "Deluxe" or "luxury" hotel rates will not be reimbursed.

7. Out-Of-Town Meals

Personnel traveling on behalf of HKCTA are reimbursed for the reasonable and actual cost of meals (including tips) subject to the Meal and Entertainment Expense Reimbursement Policy of HKCTA.

8. Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- Train/airport express/MTR: HKCTA will reimburse the cost of the economy class fare of train transportation as well as fares for airport express and MTR.
- Courtesy Cars: Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible.
- Airport Shuttle or Bus: Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.

- Taxis and privately hired car services: Taxi and privately hired car services shall only be used when the above three categories of ground transportation are not available.

11. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed pursuant to the Meal and Entertainment Expense Reimbursement Policy of HKCTA.

12. Advance Payment

Any Personnel who require advance payment for his or her trip shall submit an advance payment form with an updated budget to the accounting department 2 weeks prior to the departure date.

13. Currency Exchanges

Currency exchanges for the purpose of overseas business travels shall be conducted at licensed banks in Hong Kong, except for currencies that cannot be conveniently exchanged at banks. HKCTA does not recommend for currencies to be made at hotels. Currency exchange receipts shall be kept and presented together with the Exchange Report.

14. Non-Reimbursable Expenditures

HKCTA maintains a strict policy that expenses in any category that could be perceived as excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit organization. Expenses that are not reimbursable include, but are not limited to:

- First class tickets or upgrades.
- When lodging accommodations have been arranged by HKCTA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by HKCTA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Movies.
- Laundry services (except for those related to team uniform).

- . Toiletries.
- . Tips.
- . Telephone charges in excess of HK\$1,000 per trip.
- . Spa or exercise charges.
- . Racket string expenses (unless such expenses are incurred for Team events such as Davis Cup Junior Fed Cup, World Junior Tennis),
- . Valet service.
- . Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies Personnel on a trip, it is the responsibility of the Personnel to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request. If a coach is responsible for settling expenses for a tennis player during a trip while the tennis player is accompanied by his/her parent, the coach shall only settle the expense for such tennis player and not those of the tennis player's parents.

15. Review of Policy

This policy will be reviewed from time to time.

HONG KONG, CHINA TENNIS ASSOCIATION
WEEKLY EXPENSE REPORT - OVERSEAS TRAVELLING

Event : _____

Prepared by: _____

Date: _____

	<u>Sun</u>	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>	<u>Sat</u>
Date							
Breakfast							
Lunch							
Dinner							
Water / Drinks							
Hotel							
Tel / Fax							
Laundry							
Transport							
Airport Tax							
Stringing / Ball							
Medical							
Entry fees							
Others							
DAILY TOTAL							

CURRENCY USED FOR REPORT _____

EXCHANGE RATE USED _____ ON (DATE) _____

For Office Use Only

AMOUNT TO BE REFUNDED _____

REMARKS _____

- Pls. hand in the surplus cheque together with a detail report and official result sheet to the Accounts Department within 2 weeks after the completion of the trip.
- Please keep and number all receipts.
- If the host country organizer of a tennis tournament is providing cash allowance, please specify in the Expense Report
- Amount claimed should not exceed the pre-approved budget.

Checked by Date
Approved by Date

Document 26

HKCTA Policy: Use of Personal Credit Cards for Company Expenses

Effective date: November 24, 2025

1. Purpose

This policy sets out the Hong Kong, China Tennis Association's ("HKCTA") rules and procedures governing the use of personal credit cards to pay for expenses incurred on behalf of HKCTA. It aims to protect the Association, its staff and representatives from financial loss and legal risk, to ensure robust record-keeping, and to ensure compliance with anti-bribery and anti-corruption laws, including the Prevention of Bribery Ordinance (Cap. 201) and other applicable foreign anti-bribery laws.

2. Scope

This policy applies to all employees, officers, contractors, consultants, volunteers and council members of HKCTA (collectively, "Personnel") who incur or seek reimbursement for business expenses paid using a personal credit card.

3. Definitions

- **Company expense:** Any cost incurred in the course of carrying out HKCTA business or official duties on behalf of the Association.
- **Personal credit card:** A credit card issued in the name of an individual and not a credit card issued by or chargeable directly to HKCTA.
- **Advantage:** As defined under the Prevention of Bribery Ordinance, includes gifts, services, fees, rewards and other benefits (see Section 9). "Entertainment" (food or drink provided on an occasion) is treated separately under POBO.

4. General policy statement

1. HKCTA prefers that business expenses be charged to approved corporate procurement methods (corporate cards (if available), purchase orders, direct billing or centrally arranged invoices). Use of personal credit cards should be exceptional, not routine.
2. Personnel who use personal credit cards for HKCTA business are eligible for reimbursement of reasonable, properly documented business expenses in accordance with this policy.
3. Personnel must not use personal credit cards to make payments that could reasonably be perceived as offering, promising or conferring an improper advantage to any person (including public officials, suppliers, agents, tournament officials, government representatives, or any third party) in order to influence a decision or obtain or retain business.

5. Pre-approval and thresholds

1. **Pre-approval required.** Where practicable, expenses expected to exceed HK\$15,000 (or other threshold set by the Finance department) must be pre-approved in writing by the employee's department head and the head of the finance department (or their delegates). For travel, accommodation, event hosting or supplier payments, existing travel/expense authorisation procedures apply.
2. **Emergency exceptions.** In genuine emergencies where corporate payment methods are not available, Personnel may use personal credit cards but must submit an explanation and supporting approvals on the next business day.

6. Non-reimbursable items

The following are normally non-reimbursable when paid via a personal credit card unless expressly pre-approved:

- Personal leisure expenses, family members' costs, or any expense that is not directly related to HKCTA business.
- Personal fines, traffic or parking penalties, or penalties for late payment of a personal card unless the late payment was caused by an administrative delay by HKCTA and pre-approved in writing.

- Interest, cash advance fees, or penalties arising from a cardholder's failure to pay the personal credit card (except where HKCTA expressly agrees in writing due to a demonstrable administrative error).

7. Submission and supporting documentation

1. **Time limit.** Personnel must submit reimbursement claims within 30 calendar days of the date the expense was incurred (or, for travel, within 14 days of return), using the official HKCTA expense claim form and attaching all supporting documents.
2. **Documentation required.** Each claim must include: original itemised receipts, the cardholder's credit card statement entry showing the relevant transaction (a redacted statement showing only the relevant transaction is acceptable), proof of payment if available, and an explanation of the business purpose.
3. **Foreign currency conversion.** Reimbursement will be made in HK\$. Claims in foreign currencies should include the exchange rate and calculation used. HKCTA will normally use the rate on the date of transaction or the corporate rate published by Finance.

8. Anti-bribery and corruption (summary requirements)

1. Personnel must comply with the Prevention of Bribery Ordinance (Cap. 201) and all applicable anti-bribery laws. HKCTA will not reimburse any payment that constitutes or may be perceived as an improper advantage.
2. Payments made using personal credit cards must not involve gifts, hospitality, facilitation payments, commissions or other advantages intended to influence decisions or secure preferential treatment.
3. Gifts, rebates, reward points or other advantages received from merchants as a result of HKCTA-related spending ("Merchant Rewards") must be declared and, where practicable, returned or credited to HKCTA.
4. Any suspicious, unusual or undocumented payment must be reported to Chief Operating Officer and General Counsel immediately.

9. Approvals and payment process

Approvals and payment process

1. Expense claims must be authorised by the claimant's department head and reviewed by Finance before payment. Where the claimant is a senior officer, the Chief Executive Officer or Chief Operating Officer must review and approve.
2. Finance will verify receipts, the business purpose, and compliance with this policy and anti-bribery requirements before authorising reimbursement.
3. Reimbursements will be made by bank transfer to the claimant's nominated bank account only. HKCTA will not reimburse to unknown third-party bank accounts.

10. Record-keeping and audit

1. All records relating to expenses paid by personal credit cards must be retained in accordance with HKCTA's document retention policy and made available for internal audit, external audit and regulatory review.
2. Finance will conduct periodic audits of expense claims to ensure compliance with this policy and anti-bribery requirements.

11. Reporting and whistleblowing

Personnel must report any suspected breach of this policy, attempted bribery, suspicious requests for payments, or other integrity concerns to their manager, Finance, or via HKCTA's whistleblowing channels. HKCTA will protect whistleblowers acting in good faith from retaliation and will treat reports confidentially to the extent possible.

12. Consequences of breach

Breach of this policy may result in refusal of reimbursement, disciplinary action (up to and including termination), and referral to law enforcement or relevant authorities. Personnel may be personally liable under applicable anti-bribery laws for payments that constitute bribery.

13. Review

This policy will be reviewed at least annually or earlier if required by changes in law, regulation or HKCTA practice.

Document 27

**Work Arrangements During Typhoon or Rainstorm Warnings
Hong Kong, China Tennis Association
(Dated September 5, 2024)**

When a typhoon or heavy rainstorm hits the city, the Hong Kong Observatory issues warning signals based on the threat level of the wind and the amount of rainfall. To avoid working in adverse weather conditions and to ensure the safety of colleagues, the following work arrangements have been established:

1. Arrangements During Typhoon Signals

1.1 When Typhoon Signals Are Issued Before Work Hours

- Typhoon Signals No. 1 and No. 3:

Employees are expected to report to work as usual.

- Typhoon Signal No. 8 or above:

Employees generally do not need to report to work unless they are on essential duty or required to work.

o If the signal is lowered to No. 3 or below before 12:00 PM, employees must return to work within two hours after the signal is lowered.

o If the signal is lowered to No. 3 or below at or after 12:00 PM, employees do not need to report to work on that day.

1.2 During Office Hours When Typhoon Signals Are Issued

- Typhoon Signals No. 1 and No. 3:

Work will proceed as usual.

- Typhoon Signal No. 8 or above:

Employees will be informed by the HR department to leave work or take other

precautionary measures.

2. Arrangements During Rainstorm Warnings

2.1 Yellow and Red Rainstorm Warnings

- Employees should report to work as usual.

2.2 When Black Rainstorm Warnings Are Issued Before Work Hours

- Black Rainstorm Warning: Employees should stay at home unless they are on essential duty or required to work.
 - o If the warning is lifted before 12:00 PM, employees must return to work within two hours after the warning is lifted.
 - o If the warning is lifted at or after 12:00 PM, employees do not need to report to work on that day.

2.3 During Office Hours When Black Rainstorm Warnings Are Issued

- Employees should remain in a safe location until the storm passes and transportation conditions improve.

2.4 During Rainstorm Warnings

- If employees are working outdoors during a rainstorm warning, they should immediately stop work and move to a safe location.

Document 28

Hong Kong, China Tennis Association (HKCTA) Uniform Policy (dated October 21, 2024)

Purpose

This policy outlines the expectations for the wearing of uniforms by HKCTA tennis coaches and administrative staff to ensure a professional appearance and clear identification during official duties, events, and interactions with the tennis community.

Scope

This policy applies to all HKCTA tennis coaches and administrative staff, including permanent, part-time, and contracted employees.

1. Tennis Coaches' Uniform Requirements

All HKCTA tennis coaches are required to wear the official HKCTA uniform in the following situations:

- **On-Court Training:** Coaches must wear the full HKCTA uniform during all training sessions, whether individual or group, held at HKCTA or any other venue.
- **Tournaments (International & Local):** Coaches representing HKCTA in any official capacity at both international and local tennis tournaments must be in full uniform at all times.
- **Parent Meetings:** When attending meetings with parents in relation to athletes' development or performance, the HKCTA uniform must be worn to present a professional image.
- **HKCTA Events:** For events where there is a significant presence of the tennis community (e.g., award ceremonies, press conferences, and special functions), coaches must wear the HKCTA uniform to ensure they are easily identifiable.
- **Player Uniform Requirement:** Coaches are responsible for clearly instructing players to wear the designated HKCTA uniform during all on-court training sessions and HKCTA events, in line with the association's standards.

2. Administrative Staff Uniform and Identification Requirements

All HKCTA administrative staff are required to adhere to the following guidelines:

- **Events and Tournaments:** During international and local tennis tournaments, parent meetings, and other HKCTA events with significant tennis community presence, administrative staff must wear attire that clearly identifies them as HKCTA employees. This may include HKCTA-branded polo shirts, jackets, or other approved attire.
- **Identification:** If uniforms are not required, staff must ensure they are wearing other identifying gear, such as name badges, lanyards, or official ID cards, to indicate their role as HKCTA employees.

3. Compliance and Enforcement

- All staff and coaches are responsible for maintaining their uniforms in a clean and presentable condition.
- Failure to adhere to this policy may result in disciplinary action, in accordance with the HKCTA's Code of Conduct.

4. Exceptions

Any request for exceptions to this policy, such as for medical reasons, should be submitted in writing to the HR Department for approval.

Document 29

Protocol for Engaging Hitters in HKCTA Training Programs

(dated June 4, 2024)

1. The HKCTA shall maintain a list of qualified hitters. No person may be engaged as a hitter in any HKCTA training program unless such person is on HKCTA's list of qualified hitters. The list of qualified hitters is kept by the human resources manager of HKCTA and may be updated from time to time.
2. All qualified hitters are required to enter into engagement contracts with HKCTA.
3. All qualified hitters are required to provide written confirmation that they agree to comply with HKCTA's code of conduct.
4. To be a qualified hitter, he or she must satisfy certain minimum qualification. Unless otherwise agreed by the Chief Executive Officer ("CEO") or the Chief Operating Officer ("COO") of HKCTA, hitters must rank within the top 30 under men's singles or women's singles, as the case may be, of the Hong Kong local ranking system in order to be qualified hitters.
5. Hitters who have family or other relationship with any player in HKCTA training programs or HKCTA staff must disclose and declare such relationship. The engagement of such hitters will be strictly scrutinized and requires prior approval of the CEO or the COO of HKCTA.
6. Qualified Hitters shall have good work ethic and demonstrate that they are good training role models to the players. They shall follow all reasonable orders given by HKCTA coaches.
7. To ensure the quality of HKCTA's training program, the standard of individual qualified hitters will be monitored and assessed by our head coach or other coaches designated by the management of HKCTA from time to time. Hitters who fail the assessment will be expelled from the list of qualified hitters and their engagement contract with the HKCTA will be terminated accordingly.

Document 30

Application Procedure to become an Affiliated Club Procedure

Hong Kong, China Tennis Association

1. Clubs applying to be HKCTA Affiliated Clubs should complete an application form and submit together with the below documents by email to Hong Kong Tennis Association at membership@tennishk.org.
 - Copy of Business Registration Certificate
 - Copy of Registered society certificate of the club
 - Copy of your club's memorandum & articles of association, constitution or governing regulations
 - Committee members list
 - Club's bank account proof
2. HKCTA will review the application form and submitted documents and may ask applicant clubs to provide extra information if required.
3. If the applicant club fulfils the basic requirements, HKCTA will arrange a site visit to the club.
4. Following a site visit, HKCTA will conduct an internal review of the overall application internally. Due to an extensive approval process & vetting system, this may take up to 3-4 months. **HKCTA will inform the applicant the expected approval process completion date if the application process is not completed at the end of the fourth month subsequent to the submission of the application.**
5. Following the internal review, HKCTA will inform the applicant club if their application has been successful.
6. Successful applicant clubs will be invited to pay the annual affiliation fee (see below) to formally become an HKCTA Affiliated Club.

Affiliated Club Fee

The annual affiliation fee for clubs is \$10,000, with the annual membership period running from 1 April to 31 March the next year.

Waiver of Membership Subscription Fee

HKCTA may, at its discretion, grant a waiver or reduction of the annual affiliation fee in exceptional circumstances. Applications for a waiver must be submitted in writing with justifications, and each request will be assessed on a case-by-case basis.

Procedure for Membership Withdrawal

1. **Notice of Withdrawal:** A member wishing to withdraw from the HKCTA must submit a written notice or letter stating the reason(s) for withdrawal to the HKCTA.
2. **Acknowledgement and Confirmation:** The HKCTA shall acknowledge receipt of the withdrawal notice within a specified period, typically within seven to fourteen days. The HKCTA should confirm the effective date of withdrawal in this acknowledgement.
3. **Public Notification:** The HKCTA may post a notice of the member's withdrawal on its official website and designated communication channels. This notice should include the member's name and the effective date of withdrawal.
4. **Documentation:** The HKCTA shall maintain a record of all withdrawals, including the date of receipt of the notice, the effective date of withdrawal, and any relevant correspondence.
5. **Finalization of Withdrawal:** Upon confirmation of the withdrawal, the member shall cease to enjoy any rights or benefits of membership. Any outstanding obligations or dues must be settled before the withdrawal is finalized.

This procedure ensures transparency and clarity in the withdrawal process, maintaining a professional relationship between the HKCTA and its members.

Conversion of Membership as an Associate Club to Membership as a Member Club

Reference is made to Articles 13 and 14 of the HKCTA's Articles of Association. Any affiliated club members with the status of Associate Club membership who would like to convert their membership status to Member Club membership are required to resubmit an application form with the required information specified in Clauses 1-6 of the application procedures above. Upon the approval of the status conversion, HKCTA will announce the conversion on its website.

Should you require further information, please call 2504 8266 or email membership@tennishk.org.

Document 31

**Procedures to Become an Individual Members
Hong Kong, China Tennis Association**

How to Join

Become part of the Hong Kong, China Tennis Community!

Join HKCTA as a member and enjoy a wide range of exclusive benefits including:

- Receive HKCTA newsletter
- Receive updates on local tennis news
- Special discounts on HKCTA’s tennis training courses
- Special discounts on HKCTA’s workshops and seminars
- Special discounts offered by our partner merchants and organisations
- Special discounts on tickets to Hong Kong Tennis Open
- Be eligible to participate in the HKCTA League (only available to members of our member clubs)

Membership Categories and Annual Membership Fees

The HKCTA membership fee is as follows: (starting from 1st April 2023)

Junior (18 & Under)	HK\$ 280 per annum
Adult (over 18)	HK\$ 400 per annum

***Annual membership valid from April 1st to March 31st the following year.**

HKCTA may, at its discretion, grant a waiver or reduction of the annual affiliation fee in exceptional circumstances. Applications for a waiver must be submitted in writing with justifications, and each request will be assessed on a case-by-case basis.

Procedure for Membership Withdrawal

6. **Notice of Withdrawal:** A member wishing to withdraw from the HKCTA must submit a written notice or letter stating the reason(s) for withdrawal to the HKCTA.
7. **Acknowledgement and Confirmation:** The HKCTA shall acknowledge receipt of the withdrawal notice within a specified period, typically within seven to fourteen days. The HKCTA should confirm the effective date of withdrawal in this acknowledgement.
8. **Public Notification:** The HKCTA may post a notice of the member's withdrawal on its official website and designated communication channels. This notice should include the member's name and the effective date of withdrawal.
9. **Documentation:** The HKCTA shall maintain a record of all withdrawals, including the date of receipt of the notice, the effective date of withdrawal, and any relevant correspondence.
10. **Finalization of Withdrawal:** Upon confirmation of the withdrawal, the member shall cease to enjoy any rights or benefits of membership. Any outstanding obligations or dues must be settled before the withdrawal is finalized.

This procedure ensures transparency and clarity in the withdrawal process, maintaining a professional relationship between the HKCTA and its members.

Beginning from March 1, 2019, all membership applications should be submitted online & the original membership number will be replaced by a new 'HKCTA pin' to avoid confusion. You must register and activate your HKCTA Pin account before applying.

Member must register a HKCTA PIN account via(<http://hkta.tournamentsoftware.com/Home/>) or scan the QR Code for registration.



Once the HKCTA PIN account is activated, you can login to your account and apply for HKCTA

Membership.

All membership applications must be submitted online. < [Please click here to login “HKCTA Pin” account](#) >

Methods for Payment

Membership fee can be paid by the following methods:

Credit Card – Please pay the membership fee by Visa or Mastercard by logging into your account.

Cheque – Cheques should be made payable to “**The Hong Kong, China Tennis Association Limited**”. Please write down your name, HKCTA membership no., contact no. & indicate it is payment for **HKCTA membership fee** at the back of your cheque and send to HKCTA office (Causeway Bay).

By Cash – Please pay the membership fee at the HKCTA Office in Causeway Bay.

Address: Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong

Q & A

How to register an HKCTA PIN account	< Click Here >
How to apply for HKCTA membership online	< Click Here >
Q & A on how to apply for HKCTA Membership	< Click Here >

For enquiries, please email to: membership@tennishk.org

Points to Note

- In accordance with clause 12(c) of the Memorandum and Articles of Association of the Hong Kong, China Tennis Association (HKCTA), “Only Individual Member or Junior

Individual Member as the case may be shall be eligible to take part in any league tennis competition.”

Document 32

**RULES AND POLICIES ON TERMINATION OR SUSPENSION OF MEMBERSHIP
HONG KONG, CHINA TENNIS ASSOCIATION
(dated [], 2025)**

1. Introduction

1.1 These Rules and Policies establish the criteria and procedures for the suspension and termination of membership of the Hong Kong, China Tennis Association ("HKCTA"), in accordance with Article 20 of the HKCTA Articles of Association.

1.2 The Membership and Corporate Affairs Committee ("the Committee") is responsible for assessing membership suspension and termination matters in accordance with these Rules and Policies.

2. Types of Termination and Suspension

2.1 Membership may be terminated or suspended under the following categories:

- **Voluntary Termination** – A member may submit a written request to terminate their membership.
 - **Involuntary Termination** – HKCTA may terminate membership due to violations of regulations, misconduct, failure to meet membership requirements, or other justifiable reasons.
 - **Suspension** – A temporary restriction of membership rights due to non-compliance with HKCTA rules, ongoing investigations, or other justified circumstances.
-

3. Circumstances Leading to Suspension or Termination

3.1 A member may face suspension or termination for reasons including, but not limited to:

- Breach of HKCTA's Articles of Association, or Code of Conduct;
- Engaging in activities detrimental to the reputation or interests of HKCTA;

- Criminal conviction related to dishonesty or moral turpitude;
 - Failure to pay membership fees or fulfill financial obligations to HKCTA;
 - Violating anti-doping rules or fair play regulations;
 - Persistent non-compliance with HKCTA policies despite warnings.
-

4. Rights and Obligations Upon Suspension or Termination

4.1 Upon Suspension:

- The member shall lose certain rights, including participation in HKCTA events and access to facilities.
- The member remains obligated to rectify the cause of suspension within the stipulated period.

4.2 Upon Termination:

- All membership rights and privileges shall cease immediately.
 - The member shall remain liable for any outstanding obligations to HKCTA.
-

5. Notice Period

5.1 Members subject to **suspension** shall be given at least **14 days' notice**.

5.2 Members subject to **termination** shall be given at least **30 days' notice**.

6. Decision-Making Procedures

6.1 The Committee shall deliberate on suspension and termination cases based on the evidence provided.

6.2 The deliberation period shall not exceed **45 days** from the date of initiating the proceedings.

6.3 A formal written decision, with justifications, shall be issued to the concerned member.

7. Appeal Mechanism

7.1 A member has the right to appeal a suspension or termination decision to the **Appeal Panel**.

7.2 Appeals shall be conducted in accordance with HKCTA's **appeal procedures on membership matters**.

7.3 The Appeal Panel shall issue a final decision within **30 days** from the date of appeal submission.

7.4 The member shall be formally notified of the Appeal Panel's decision, including justifications and reasoning, within **7 days** of the decision.

8. Notification and Public Disclosure

8.1 HKCTA shall formally notify the concerned member of the suspension or termination decision and their rights of appeal.

8.2 HKCTA shall publicize the name of the suspended or terminated member, the suspension period (if applicable), and any remedial measures required.

9. Remedial Measures

9.1 Members who are suspended shall be informed of the necessary corrective actions required for reinstatement.

9.2 Reinstatement requests shall be reviewed by the Committee upon satisfactory compliance with remedial measures.

10. Retention of Membership Administration Documents

10.1 HKCTA shall retain all documents related to the administration of membership, including suspension and termination records, for a period of **two (2) years**.

11. Compliance with Personal Data (Privacy) Ordinance

11.1 HKCTA is committed to handling all personal information in compliance with the **Personal Data (Privacy) Ordinance of Hong Kong**. Personal data collected in relation to membership administration shall be processed, stored, and disposed of in accordance with applicable legal requirements.

12. Effectiveness

12.1 These Rules and Policies shall take effect immediately upon approval by the **HKCTA Council**. They are subject to the review by HKCTA Council periodically and may be modified from time to time.

Document 33

Appeal Mechanism and Procedures on Membership Matters Hong Kong, China Tennis Association (dated March [], 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:** At least one member without any affiliation with HKCTA shall be appointed 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.

Document 34

**Hong Kong, China Tennis Association
Grand Slam Tickets Allocation Policy**

1. Each applicant is entitled to a maximum of one day (2 tickets) in the following priority:
 - i. HKCTA Council (personal use)
 - ii. HKCTA Committee (personal use)
 - iii. HKTF Council (personal use)
 - iv. Member Clubs
 - v. HKCTA Council (for others)
 - vi. HKCTA Committee (for others)
 - vii. HKTF Council (for others)

2. Within HKCTA Council the priority is as follows:
 - i. President
 - ii. Honorary Secretary and Honorary Treasurer
 - iii. Vice Presidents
 - iv. Immediate Past President
 - v. Other Council Members.

3. A draw will be conducted if the same priority of applicants is applying for tickets of the same day.

4. Any remaining tickets will be allocated in the following priority with each applicant only having an additional one day of tickets (2 tickets):
 - i. HKCTA Council (for others)
 - ii. HKCTA Committee (for others)
 - iii. HKTF Council (for others)
 - iv. Member Clubs

5. Any remaining tickets will be shared equally among all applicants that have applied for 2 days (four tickets) or more. A draw will be conducted if there is insufficient number of tickets.
6. Approved at HKCTA Council in April 2015

Document 35

[Revised \(20 August 2024\)](#)

Selection Policy

The following policy ~~shall come into effect~~ first came into effect on 31 March 2024, and the first amendments shall come into effect on 20 Aug 2024.

<p><i>Terms of Reference</i></p>	<p>To evaluate the nominations of, and to select, the players, captains, coaches, team leaders and related officials for:</p> <ul style="list-style-type: none"> (a) the formation of the Hong Kong, China representative teams taking part in international / Asian / All China junior and adult tournaments, whether the tournaments are hosted within or outside Hong Kong; (b) player(s) receiving the wild card to participate in tournaments whether hosted in or outside of Hong Kong; (c) the formation of the training squads for training outside of Hong Kong, <p>in each case based on the selection criteria published from time to time.</p>
<p><i>Membership and Quorum</i></p>	<p>Subject to the general requirements on the memberships of committees of the Association, and also subject to ongoing reviews within the Selection Committee on its composition, the Selection Committee shall include members who are:</p> <ul style="list-style-type: none"> - Designated representatives from HKCTA for the positions of Chairperson and Vice Chairperson of the Selection Committee - Designated representative from Hong Kong Sports Institute (for so long as Hong Kong tennis is one of the supported sports) - Head Coach of the Association or his/her designated representative who shall be one of the members of the coaching team - The Chairperson of the Tournament Committee - The Chairperson of the Players Development Committee or taskforce - Player or ex-player representative to be selected by the Chairperson of the Selection Committee - Ex officio (President/ Honorary Secretary)

	<p>Notwithstanding any quorum requirements generally applicable to meetings of committees of the Association, the quorum for any Selection Committee meeting shall, unless otherwise permitted under this Policy, only be constituted with the presence of the following members throughout the meeting:</p> <ul style="list-style-type: none"> - Designated representative from Hong Kong Sports Institute (for so long as Hong Kong tennis is one of the supported sports) - Head Coach of the Association or his/her designated representative who shall be one of the members of the coaching team - The Chairperson of the Tournament Committee - The Chairperson of the Players Development Committee - Player or ex-player representative - One of the designated representative from HKCTA and the ex-officials
<p><i>Expert Group Memberships</i></p>	<p>Unless otherwise approved by the Selection Committee, the composition of the Expert Group shall include:</p> <ul style="list-style-type: none"> - the CEO of the Association - Senior Coaches of the Association - Coaches at the Hong Kong Sports Institute, for so long as Hong Kong tennis is one of the HKSI supported sports - In case a Captain and/or Coach has been approved by the Selection Committee to be appointed for more than one tournament, such Captain and/or Coach.
<p><i>Objectives</i></p>	<p>The objectives for the setting up the Selection Committee and the setting out of the selection criteria are:</p> <p>(a) to promote best practice and to ensure that all relevant issues are considered in the context of team and officials’ selections;</p>

	<p>(b) to promote equal opportunity, transparency, impartiality and, diversity whereby all interested parties understand and appreciate the criteria and process on selection;</p> <p>(c) specifically for junior players, to offer development opportunities to players with the goal of nurturing them to become future generation of adult team representatives.</p>
<p><i>Procedures</i></p>	<p>(a) The CEO of the Association shall, not less than 8 weeks prior to the event which requires a decision of the Selection Committee (unless the Association is only aware of the event or the confirmed event dates less than 8 weeks prior, in which case it should be as soon as practicable after the Association has received the information of the event), inform the Selection Committee in writing in order for proper planning of the selection process in advance of the event.</p> <p>(b) The CEO of the Association, together with not less than 4 Head coaches of the Association and HKSI coaches (the “Expert Group”) The Expert Group shall (i) gather and prepare all relevant information for the selection process and (ii) meet to discuss and come up with the list of nominated persons and recommendations, and (iii) provide such information described in (i) and (ii) above to the Selection Committee members in writing not less than 7 days before the scheduled meeting of the Selection Committee.</p> <p>(c) Any meeting of the Selection Committee may be conducted in person or electronically, with members participating through electronic means, or a combination of both, as deemed appropriate by the Chairman. Moreover, for any urgent matters requiring immediate consideration and approval (or disapproval) due to impending deadlines, the Chairman may decide that discussions and decisions regarding such matters be carried out in writing. If a matter is discussed and resolved in writing, the quorum requirement will be waived, and approval will be determined by a simple majority of all Selection</p>

	<p>Committee members, but in any case not less than 4 Selection Committee members</p>
<p><i>Selection Criteria – Captains, Coaches, Team Leaders, Other Officials</i></p>	<p><u>Selection Criteria</u></p> <p>(a) The selection of captains, coaches, team leaders and other officials will be the “Committee’s Pick”, and the Committee shall have the full discretion to select a person to fill any of these roles which the Committee believes will increase the prospect of success of the team in the event.</p> <p>(b) In exercising its discretion described in (a) above, the Committee may have regard to the recommendations of the Expert Group and any one or more of the criteria outlined below, in no order of priority, in any selection process:</p> <ul style="list-style-type: none"> i. Whether the candidate has participated in an international tournament as a team player before (for example, an ex-Asian Games player/ ex-Davis Cup player / ex-BJK Cup player, etc). ii. Demonstration of ability/potential ability and attitude to work and communicate with all team members including the players, the coaching staff, team officials and others. iii. Leadership amongst players and positive impact on the team both on and off the court. iv. The impact on the team’s dynamic, spirit and cohesiveness. v. Attention to detail with regard to organisation and preparation. vi. Potentials for coaching staff development. <p>(c) The Committee, with the assistance of the Expert Group, shall endeavor to select the captain(s) and his/her assistant/relief captain(s) as early as possible for regularly scheduled events in the tournament calendar, to ensure better preparation for the events.</p>
<p><i>Selection Criteria – Representative Teams for Asian Games / All</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p>

<p><i>China Games /World University Games/ National Student (Youth) Games or other SF&OC-led tennis events</i></p>	<p>(b) Players and at least one of their parents (if the player is a junior) must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration.</p> <p><u>Selection</u> Selection will be based on the selection criteria published by the Sports Federation & Olympic Committee of Hong Kong for the specific event, to the extent applicable.</p>
<p><i>Selection Criteria – Junior Representative Teams for ITF / ATF Events</i></p>	<p><u>Team</u> Unless otherwise required by specific tournaments, the junior representative team shall comprise of 3 main players and a 4th reserve player.</p> <p><u>Basic Eligibility</u></p> <ol style="list-style-type: none"> a. Players must be eligible to represent Hong Kong, China b. Players must be of the appropriate age at the designated time, as stated by the governing body of the event. c. Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration. <p><u>Selection of 1st position in the team</u></p> <ol style="list-style-type: none"> (a) If the selection process takes place within six (6) months* of the Hong Kong National Junior Championships, then, <ol style="list-style-type: none"> i. The winner of the Hong Kong National Junior Tennis Championships, in the applicable age group, will gain automatic selection in the team. ii. If the winner is ineligible, or is unable to represent in the event, then the selection will be based on the sub-paragraph (b) below.

- (b) If the selection process takes place after six (6) months* since the Hong Kong National Junior Championships, or if the scenario described in (a)(ii) above happens, then,
- i. The highest ranked player** in the applicable age group will gain automatic selection in the team.
 - ii. If the highest ranked player is ineligible, or is unable to represent in the event, then the No.2 ranked player will gain automatic selection.
 - iii. If the No.2 ranked player is ineligible, or is unable to represent in the event, then the No.3 ranked player will gain automatic selection, and so on so forth.

**The six (6) month period is defined as six (6) calendar months from the day of the completed final, to the receipt of the written invitation by the player to the captioned event.*

***The highest ranked player is defined as the No.1 ranked player in the applicable age group, according to the most recent published HKCTA rankings, on the day of receipt of the written invitation by the player to the captioned event.*

Selection of 2nd position in the team

~~The next top ranked player below the player selected for the 1st position of the team.~~ The highest ranked player other than the winner of the Hong Kong National Junior Tennis Championships.

Selection of 3rd position in the team

- (a) This will be the “Committee’s Pick”, i.e. a selection process which is not automatically and solely tied in with the winning record and/or ranking of the invited players.
- (b) The Committee shall have the full discretion to select a player to the team which the Committee believes will increase the prospect of success of the team in the event.
- (c) In exercising its discretion described in (b) above, the Committee may have regard to any one or more of the criteria outlined below, in no order of priority, in any selection process:

	<ul style="list-style-type: none">i. ITF, ATF and/or HKCTA National Rankings at the time of selection.ii. Relevant head-to-head results.iii. Past international success as an individual or when representing Hong Kong.iv. Recent tournament performances with particular focus on the previous six-to-twelve months period including surface type and any relevant head to head individual results.v. Based on the assessments of the captain and the coach of the event supported by the views of the relevant coaching staff of the players under consideration:<ul style="list-style-type: none">- singles ability and/or doubles ability- the player's current level of physical fitness- any current or potential injury or condition which may impair, inhibit or prevent the player's performance to the requisite level- demonstration of the commitment to give best efforts in training and competition, including punctuality, attendance, reliability, effort and resilience- demonstration of sportsmanship and competitive spirit on the court in both victory and defeat- demonstration of a history of self-improvement- demonstration of ability/potential ability and attitude to work and communicate with the coaching staff, team officials and other likely team members- leadership amongst peers and positive impact on the team both on and off the court- the impact of the player on the team's dynamic, spirit and cohesiveness <p>(d) In considering the criteria, the Selection Committee may at their discretion give weight to extenuating circumstances. Extenuating circumstances include, but are not limited to, personal bereavement or other known matters.</p> <p>(e) The Selection Committee may, at their absolute discretion, determine to hold a Selection Trial to assist in determining the 3rd and/or the 4th team positions, from between two or more players ranked between 3rd to 12th in the applicable age group according to the most recent published HKCTA rankings being considered by the Selection Committee. Participation in a Selection Trial shall be at the sole invitation of the Selection</p>
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	<p>Committee, and will use a format and be scheduled at a date and venue chosen by the Selection Committee Captain and Vice Captain (if any). For the avoidance of doubt, the Selection Trial shall, unless otherwise stated, be in the format of Playoff in which case the selection will be based on the result of the Playoff. However, if the Selection Trial is stated not as a Playoff, the result of any Selection Trial will not necessarily determine selection into the team, but will be a factor considered within the selection criteria.</p> <p><u>Selection of 4th position in the team</u></p> <p>(a) This will be another “Committee’s Pick” where considerations described in the selection of the 3rd position in the team will apply.</p> <p>(b) The primary purpose of having the 4th position in the team is to be the reserve player being part of the training sessions leading in to the event.</p> <p>(c) The reserve player may also be called upon to replace an injured or unavailable team player, at short notice, in the event.</p>
<p><i>Selection Criteria – Junior Representative Teams for Tournaments <u>other than ITF / ATF Events</u>; and Junior Training Squads outside Hong Kong</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must be of the appropriate age at the designated time, as stated by the governing body of the event.</p> <p>(c) Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration.</p> <p><u>Selection</u></p> <p>Selection will be based on the most recent published HKCTA Junior rankings immediately prior to the commencement of the selection process, as follows:</p> <p>(a) Positions in the team will be offered to the players who rank after the players selected for Junior representative team in the most recent published HKCTA national rankings in the applicable age group.</p> <p>(b) If any player who receives the offer is ineligible or is unavailable for selection, his/her position will be replaced by</p>

	<p>the next lower ranking player from the same age group, so on so forth.</p> <p>(c) As part of the selection criteria, any player who accepted a position in the team will agree to voluntarily and timely withdraw himself / herself from the entry in local tournament which clashes with the tournament on schedule.</p>
<p><i>Wildcard Guidelines for International Junior Tournaments</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must have entered the relevant tournament, and have signed in (where appropriate).</p> <p>(c) Players and at least one of their parents must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by. the HKCTA Representative and Touring Player’s Code of Conduct and (for the parents) the Parent Declaration.</p> <p><u>Selection</u></p> <p>For junior events whether hosted in Hong Kong, the order of priority for awarding the wildcards is as follows:</p> <p>(a) Wildcards for singles events (for main draw and qualifying) will be awarded after taking into account, in the order of importance, (i) the HKCTA Junior ranking; (ii) the recommendations of the Expert Group; and (iii) other considerations as described below.</p> <p>(b) Wildcards for doubles events will be awarded, firstly, to the pairs that include two players from Hong Kong and are eligible to represent Hong Kong, China. The selection shall take into account, in the order of importance, (i) the combined HKCTA Junior ranking of the pair; (ii) the recommendations of the Expert Group; and (iii) other considerations as described below.</p> <p>(c) The Committee may consider the following additional factors (the "Other Considerations"):</p> <ul style="list-style-type: none"> - Wildcard exchange arrangements with other countries.

	<ul style="list-style-type: none"> - Strategic directions of the Association, which may include enhancing individual players' doubles rankings to improve seeding in specific international events. - Compelling evidence supporting a highly ranked non-HK player who is expected to become eligible to represent HK in the near future. - Recent outstanding tournament results that have not yet been reflected in the HKCTA ranking. - Players with a history of significant breaches of the ITF code of conduct. - Players with a history of misconduct that has severely damaged or jeopardized the reputation of the Association or HK.
<p><i>Wildcard Guidelines for International Adult Tournaments</i></p>	<p><u>Basic Eligibility</u></p> <ul style="list-style-type: none"> (a) Players must be eligible to represent Hong Kong, China. (b) Players must have entered the relevant tournament, and have signed in (where appropriate). (c) Players must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by, the HKCTA Representative and Touring Player’s Code of Conduct. <p><u>Selection</u></p> <p>For adult events whether hosted in Hong Kong, the order of priority for awarding the wildcards is as follows:</p> <ul style="list-style-type: none"> (a) Wildcards for singles events (for main draw and qualifying) will be awarded after taking into account, in the order of importance, (i) the HKCTA National ranking; (ii) the recommendations of the Expert Group; and (iii) the Other Considerations. (b) Wildcards for doubles events shall be awarded to the pairs that include two players from Hong Kong and are eligible to represent Hong Kong, China. The selection shall take into account, in the order of importance, (i) the combined HK National ranking of the pair; (ii) the recommendations of the

	Expert Group; and (iii) the Other Considerations.
<p><i>Selection Criteria – Adult Representative Teams for Tournaments other than Asian Games / All China Games or other SF&OC-led tennis events</i></p>	<p><u>Basic Eligibility</u></p> <p>(a) Players must be eligible to represent Hong Kong, China.</p> <p>(b) Players must be of the appropriate age at the designated time, as stated by the governing body of the event.</p> <p>(c) Players must agree to, and sign, a confirmation confirming their understanding of, and agreement to be abide by. the HKCTA Representative and Touring Player’s Code of Conduct.</p> <p><u>Selection</u></p> <p>(a) The Committee shall have the full discretion to select a player to the team which the Committee believes will increase the prospect of success of the team in the event.</p> <p>(b) In exercising its discretion described in (a) above, the Committee may have regard to any one or more of the criteria outlined below, in no order of priority, in any selection process:</p> <ul style="list-style-type: none"> i. ATP and WTA and/or HKCTA National Rankings at the time of selection. ii. Relevant head-to-head results. iii. Past international success as an individual or when representing Hong Kong. iv. Recent tournament performances with particular focus on the previous six-to-twelve months period including surface type and any relevant head to head individual results. v. Based on the assessments of the captain and the coach of the event supported by the recommendations of the Expert Group: <ul style="list-style-type: none"> - singles ability and/or doubles ability - the player’s current level of physical fitness - any current or potential injury or condition which may impair, inhibit or prevent the player’s performance to the requisite level - demonstration of the commitment to give best efforts in training and competition, including punctuality, attendance, reliability, effort and resilience

	<ul style="list-style-type: none"> - demonstration of sportsmanship and competitive spirit on the court in both victory and defeat - demonstration of ability/potential ability and attitude to work and communicate with the coaching staff, team officials and other likely team members - leadership amongst peers and positive impact on the team both on and off the court - the impact of the player on the team’s dynamic, spirit and cohesiveness - top junior players <p>(c) In considering the criteria, the Selection Committee may at their discretion give weight to extenuating circumstances. Extenuating circumstances include, but are not limited to, personal bereavement or other known matters.</p>
<p><i>Process, Records and Reports</i></p>	<p>(a) In considering the selection criteria, the Selection Committees may, at their discretion, consult with third parties that they consider may offer useful information.</p> <p>(b) If a consensus position regarding any selection matter cannot be reached by the Selection Committee, then an open vote will take place on the matter with a simple majority (present and voting at the relevant meeting of the Selection Committee) voting system used to reach a decision.</p> <p>(c) All key discussions on a selection process should be properly recorded in writing.</p> <p>(d) A selection report, in the form attached hereto as <u>Appendix A</u>, will be completed and signed as soon as practicable after a selection process is completed.</p>
<p><i>Removal from Selection/Team</i></p>	<p>A nominated person for a position of player, captain, coach, team leader and related official shall be removed from the selection process if:</p> <ul style="list-style-type: none"> (a) the nominated person fails to meet the basic eligibility requirements; (b) fails to comply with the applicable Code of Conducts of HKCTA; (c) fails to observe the HKCTA policies published from time to time; (d) by reason of illness or injury, is unable to perform to the required standard in the opinion of the Selection Committee, following advice from a medical practitioner or similar.

	<p>Any of the selected players, captains, coaches, team leaders and related officials may be removed from a team by the Selection Committee where the selected player captain, coach, team leader and related official has failed to fulfil all obligations related to selection or otherwise. Players captains, coaches, team leaders and related officials are expected to sustain their performance and attitude to a satisfactory level. Any of the selected players, captains, coaches, team leaders and related officials can be suspended at any time for inappropriate attitude or behaviour.</p> <p>If any of the selected players, captains, coaches, team leaders and related officials is removed from a team by the Selection Committee, the Selection Committee shall have full discretion to nominate and select a replacement based on the selection procedures and criteria set out herein.</p>
<p><i>Communications</i></p>	<p>Individuals who are selected by the Selection Committees shall be notified of their selection as soon as practicable, and in any event within 2 business days, in writing after the individual selection or finalisation of the relevant team.</p> <p>Following notification to the selected players, HKCTA may make public announcements of the relevant selected players (e.g. by way of a media release, publication on HKCTA’s website or social media or otherwise).</p>
<p><i>Confidentiality</i></p>	<p>All players, captains, coaches, team leaders and related officials and any other individuals involved in the selection process must keep all information relating to the selection process confidential and not disclose any information regarding the process, the nominated players and the team selected unless authorised to do so by HKCTA.</p>
<p><i>Amendments</i></p>	<p>HKCTA reserves the right to amend or vary any of the selection criteria and selection policies where necessary at any time, for meeting the applicable international or regulatory requirements from time to time or otherwise. Any such amendments or variations shall be communicated on HKCTA’s website.</p>
<p><i>Right to Appeal</i></p>	<p>The Selection Appeals Procedure is attached at <u>Appendix B</u>.</p> <p>No appeals will be allowed against the content of this published selection policy (as amended from time to time).</p>

<i>Periodic Review</i>	The selection policy shall be reviewed by the Selection Committee annually or more frequent if it considers appropriate.
<i>Views and Feedbacks</i>	Any views and feedbacks on the selection policy shall be passed to HKCTA by one of the following methods: i. Email: info@tennishk.org ii. Fax: (852) 2894-8704 ii. Post: Room 1021, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay v. Feedback Submission on HKCTA website.



Appendix A – Form of the Selection Report
SELECTION REPORT

Date of Selection Committee meeting:

Selection Committee Members who attended the relevant Selection Committee meeting:

Declaration of Interests:

Name of Event:

Specify if the Event is an adult or junior event:

Location of the Event:

Captain:

Manager:

Coach(es):

Number of Players to be selected:

Players considered in the selection process:

	Name of Player	HKCTA National Ranking	Other Rankings/Considerations	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Players whose HKCTA national rankings as of the date of selection are higher than the above players but have not been selected:

	Name of Player	HKCTA National Ranking	Reasons for not selected	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Players who are asked to participate a Selection Trial:

Order	Player who participated in Selection	No of match won	No of match lost
-------	--------------------------------------	-----------------	------------------

	Trial		
1			
2			
3			
4			

Dates and venue of the Selection Trial:

Date of Written Notice to Players Selected:

Date of Written Notice to Players who are asked to participate a Selection Trial:

Special Remarks on Selection Process:

Signed by:

Chairman, Selection Committee

Date:

Captain

Date:

Coach(es)

Date:

Notes:

The following additional information of each player who has been considered in the selection process should, to the extent appropriate, be properly recorded in the report:

1. Fitness Assessment:

- Cardiovascular fitness level:
- Strength and endurance level:
- Flexibility level:

2. Skill Assessment:

- Technical skills demonstrated:
- Tactical understanding and decision-making ability:

3. Performance Assessment:

- Performance in recent matches/competitions:
- Consistency of performance:
- Contribution to team success:

4. Attitude and Discipline:

- Professionalism and commitment:
- Teamwork and communication:
- Sportsmanship and fair play:

5. Injury History:

- Previous injuries and current fitness status:

6. Coach's Specific Evaluation:

- Coach's assessment of the player's potential and suitability:

Appendix A (i) – Selection Report for ITF / ATF Junior Events

Date of Selection Committee meeting:

Selection Committee Members who attended the relevant Selection Committee meeting:

Declaration of Interests:

Name of Event:

Specify if the Event is an adult or junior event:

Location of the Event:

Captain:

Manager:

Coach(es):

Number of Players to be selected:

Players considered in the selection process:

	Name of Player	HKCTA National Ranking	Other Rankings/Considerations	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Players whose HKCTA national rankings as of the date of selection are higher than the above players but have not been selected:

	Name of Player	HKCTA National Ranking	Reasons for not selected	Remarks
1.				
2.				
3.				
4.				
5.				
6.				

Players who are asked to participate a Selection Trial:

Order	Player who participated in Selection Trial	No of match won	No of match lost
1			

2			
3			
4			

Dates and venue of the Selection Trial:

Date of Written Notice to Players Selected:

Date of Written Notice to Players who are asked to participate a Selection Trial:

Special Remarks on Selection Process:

Signed by:

Chairman, Selection Committee

Date:

Captain

Date:

Vice Captain (if any)

Date:

Notes:

The following additional information of each player who has been considered in the selection process should, to the extent appropriate, be properly recorded in the report:

1. Fitness Assessment:

- Cardiovascular fitness level:
- Strength and endurance level:
- Flexibility level:

2. Skill Assessment:

- Technical skills demonstrated:
- Tactical understanding and decision-making ability:

3. Performance Assessment:

- Performance in recent matches/competitions:
- Consistency of performance:
- Contribution to team success:

4. Attitude and Discipline:

- Professionalism and commitment:
- Teamwork and communication:
- Sportsmanship and fair play:

5. Injury History:

- Previous injuries and current fitness status:

6. Coach's Specific Evaluation:

- Coach's assessment of the player's potential and suitability:

Appendix A (ii) – Selection Report for Other than ITF / ATF Junior Events

Justification of Captain:

Proposed Selection Criteria:

According to the above selection criteria, please find the proposed team list as below:

Team list: _

Team Manager (if applicable):

Vice Captains:

U18 Boys - (pax)			U18 Girls - (pax)		
No.	Name	Ranking	No.	Name	Ranking

Signed by:

Chairman, Selection Committee		Date:
Captain		Date:
Team Manager / Vice Captain (if any)		Date:

Appendix B – Selection Appeals Procedure

Selection Appeals Procedure

<i>Introduction</i>	This document sets out the HKCTA’s appeals procedure for all appeals by players in respect of the HKCTA’s Selection Committee’s decisions to nominate / select players for competitions, wild cards and/or training squads.
<i>Parties and Arbitration Agreement</i>	<ol style="list-style-type: none"> 1. This Selection Appeals Procedure is binding on HKCTA, and on each player and his/her parent or guardian, as applicable, who is seeking or agreed to be part of the selection process conducted by HKCTA’s Selection Committee. 2. The Selection Appeals Procedure forms the entire agreement between each player (and his/her parent or guardian, as applicable), on the one hand, and HKCTA on the other hand (together the Parties) as to how selection decisions are to be challenged. The Parties agree: <ol style="list-style-type: none"> (a) to submit any dispute concerning any matter connected with or arising out of the selection; (b) to proceed to binding arbitration in accordance with the provisions of this Procedure; (c) not to commence, continue or maintain any legal or other challenge to any matter falling under the jurisdiction of the Selection Appeals Panel before any court of law, dispute resolution body or other body or proceeding without first following this Procedure; (d) to treat decisions properly made under this Selection Appeals Procedure as final and binding; (e) that this Procedure is an arbitration procedure for the purposes of [Arbitration Ordinance (the “Ordinance”) and the provisions of this clause 2 amount to a binding arbitration agreement within the meaning of the Ordinance. The seat of the arbitration shall be the Hong Kong Special Administrative Region.
<i>Grounds of Appeal</i>	<ol style="list-style-type: none"> 1. A player may appeal against a selection decision only on the grounds that: <ol style="list-style-type: none"> (a) There has been a failure to apply the applicable selection criteria set out in the applicable Selection Policy; and/or (b) there has been a failure to adhere to the procedure set out in the applicable Selection Policy. 2. The player does not have a right of appeal against any judgment or discretion exercised in the course of making a selection decision, or against the content of the applicable selection criteria.
<i>How to Appeal</i>	<ol style="list-style-type: none"> 3. This Appeals Procedure is commenced when a player affected by a selection decision, or the player’s parent or

	<p>guardian (if the player is a junior), submits a formal written appeal (the Notice of Appeal) to the Chairman of the Selection Committee of HKCTA by email at info@tennishk.org, with a copy to the CEO of HKCTA (Christopher Lai: Chris.Lai@tennishk.org).</p> <ol style="list-style-type: none"> 4. The Notice of Appeal must be received by HKCTA within 24 hours of the selection decision being announced or communicated to the player, whichever is later. 5. If the player fails to submit the Notice of Appeal within the time limit set out in this Appeals Process, he or she will have lost their right of appeal. 6. The Notice of Appeal must set out full details of the player’s ground(s) of appeal and include: <ol style="list-style-type: none"> (a) details of the decision which the player is appealing; (b) details of the ground(s) of appeal upon which the player relies, including the precise manner in which the player alleges that the selection criteria set out in the applicable Selection Policy have not been applied or in which the procedure set out in the applicable Selection Policy has not been followed; and (c) any documents or written evidence upon which the player relies in support of his or her appeal. These documents must be relevant specifically to the player’s grounds of appeal.
<i>The Appeal Reviewer</i>	<ol style="list-style-type: none"> 3. The Appeal Reviewer shall be appointed by HKCTA’s Executive Committee and will normally (though not always) be a person with legal qualification or background. 4. In the event that the reviewer has any involvement with, or is related to an appellant or any player who might be affected by the outcome of the appeal, or had any involvement with the selection decision under appeal, or otherwise in a position of conflicting interests in any way with respect to the appeal, he or she shall be disqualified from conducting the review for the appeal and will be replaced by an independent alternate who shall be appointed by HKCTA’s Executive Committee.
<i>Conduct of the Appeal</i>	<ol style="list-style-type: none"> 12. Upon receipt of the Notice of Appeal, the CEO of HKCTA (or his/her nominee) will acknowledge receipt in writing of the Notice of Appeal within 48 hours. 13. HKCTA shall as soon as reasonably practicable after the acknowledgment of the receipt of the Notice of Appeal, and in any case not more than 5 business days from the date of acknowledgment, notify the appellant of the identity of the reviewer for the appeal. 14. A player may object to the reviewer by notifying HKCTA of the objection and setting out the reasons for such an objection (the Objection) no later than 24 hours from the date of the notice of the reviewer. A player may object to the reviewer only on the ground set out in paragraph 2 under “<i>The Appeal Reviewer</i>” above.

	<p>15. HKCTA shall within 2 business days from the date of the receipt of an objection, notify the player that either:</p> <ul style="list-style-type: none"> (a) the reviewer has been changed and provide details of the new reviewer; or (b) the reviewer has not changed and give reasons why it has not accepted the Objection. <p>16. The decision of HKCTA on the selection of the reviewer under this Rule shall be final.</p> <p>17. The review will conduct the appeal as soon as practical, and in any event within 5 business days of the receipt of the Notice of Appeal by HKCTA, or 5 business days of the receipt of the final decision on the selection of the reviewer at which the reviewer will consider the Notice of Appeal.</p> <p>18. The reviewer shall consider whether the interests of any player(s) other than the Appellant (the Interested Party or Interested Parties) may be affected by the nomination decision under consideration and may direct that such Interested Party/ Interested Parties are joined to the Appeal. Where any Interested Parties are so joined, the reviewer will determine the rights of the Interested Parties and they shall be prohibited from raising matters already ruled upon as separate or further appeals.</p> <p>19. The reviewer shall give such directions as are appropriate for consideration of the matter, in particular:</p> <ul style="list-style-type: none"> (d) the date and place at which the Parties shall meet to determine the Appeal; (e) whether the Appeal will proceed by way of written submission or an oral hearing; and (f) whether the parties and Interested Parties should be required to submit statements of their evidence and/or written submissions prior to the hearing, and if so, a timetable for doing so. <p>20. The reviewer will consider the grounds set out in the Notice of Appeal and establish to his/her reasonable satisfaction whether or not there has been a failure to apply the applicable selection criteria set out in the applicable Selection Policy and/or that there has been a failure to adhere to the procedure set out in the applicable Selection Policy.</p> <p>21. The reviewer shall be entitled to:</p> <ul style="list-style-type: none"> (c) confirm the selection decision under appeal and reject the Appeal; or (d) allow the Appeal and quash the selection decision under appeal and remit the matter back to the Selection Committee identifying the errors in the conduct of the selection process and requesting that a new decision is made within 48 hours. <p>22. HKCTA will inform all Parties in writing and by telephone (or such other method of communication as the Appeal Panel shall decide) about the reviewer’s decision to either uphold or reject the Appeal within 24 hours of the hearing.</p>
<p><i>Minor and Non-Consequential breaches</i></p>	<p>Save that the time limit for lodging an appeal by the player shall be strictly enforced, where any party deviates from any</p>

<i>of this Procedure</i>	<p>requirement of this Appeal Procedure, it shall not invalidate the Appeal Procedure or the decision of the Appeal Panel, unless there is a clear and significant risk that the deviation has affected or could affect the decision of the reviewer.</p>
<i>Confidentiality</i>	<p>3. The player (including his/her parent or guardian, as applicable), HKCTA and any Interested Parties are under an obligation of confidentiality in respect of any appeal proceeding under this Procedure. Save as permitted under this Appeal Procedure, none of these parties shall make any public statement or disclosure of the contents of the Notice on any other matter referred to by any of the parties during the course of these proceedings.</p> <p>4. Notwithstanding paragraph 1 above, HKCTA shall be entitled to publish the decision of the reviewer in such manner and to such extent as is necessary and proper to inform all Parties and Interested Parties of the status of the selection.</p>

Document 36

HKCTA Junior Performance Incentive Scheme (Effective on 1ST January 2022)

1. **Objective:** The objective of the HKCTA Junior Performance Incentive Scheme is to encourage strong performance at international tournament through reimbursement of tournament expenses incurred.

2. **Criteria: Player:**
 - a) Must be able to represent Hong Kong.
 - b) Must be age 18 or below.
 - c) Is not supported by the Hong Kong Sports Institute (HKSI) to the tournament(s)
 - d) must win at least one round in the main draw

3. **Eligible tournament expenses** are primarily airfares and hotel accommodation of the player.

4. **International Events** - Expenses incurred to the tournaments listed below are eligible for reimbursement
 - a) Eddie Herr International Junior Championships (consist of 12U, 14U, 16U and 18U age groups)
 - b) ITF Men's and Women's Tour Events
 - c) ITF Junior Events
 - d) Les Petits 14U
 - e) Orange Bowl and Junior Orange Bowl (consist of 12U, 14U, 16U and 18U age groups)

Incentives for ITF J2 to J5 events only applies to certain age group. For instance, only players aged 14 and under are eligible for performance incentives of ITF J5 events, as indicated in the Incentive Table. This also means players that are aged 15 or above are not eligible for any incentives for playing in ITF J5 events.

Table 1- Incentive Table for Singles

(% in the table indicates the proportion of eligible tournament expenses that will be reimbursed by HKCTA)

Result / Tournaments	ITF 60k or above ITF JA Orange Bowl Les Petits 14U	ITF 15k & 25k ITF J1 Eddie Herr	ITF J2	ITF J3	ITF J4	ITF J5
Age Eligibility	18 and under		17 and under	16 and under	15 and under	14 and under
Winner	100%	100%	90%	80%	45%	40%
Runner-up	100%	90%	80%	70%	40%	35%
Semi-Finalists	90%	80%	70%	60%	35%	30%
Quarter-Finalists	80%	70%	60%	50%	30%	25%
Lost in last 16	70%	60%	50%	40%	25%	20%
Lost in last 32	60%	50%	40%	35%	20%	20%
Lost in last 64	50%	40%	-	-	-	-

(Doubles will be half of the % of the table, and players are not required to partner with a Hong Kong player)

Approved at PDC Meeting held on 14th December 2021

Document 37

HKCTA Tournament Sanction criteria

1. FCTC/ HKVTA Borrowing courts from Private Clubs

1.1 The proposed process of borrowing courts was:

1.1.1 FCTC clubs directly liaise with private club for the availability.

1.1.2 If the private club was willing to lend out the courts, HKCTA would checked if there are any conflicts with HKCTA for the booking time

1.1.3 If no, HKCTA would endorse the booking.

1.2 The private clubs need to decide themselves whether to lend to FCTC-associated clubs.

Approved at HKCTA Council Meeting on 22 July 2017