



SPORTS FEDERATION &
OLYMPIC COMMITTEE OF HONG KONG, CHINA

(2) in SFOC/GAM/AG/18/COR/01/01

Circular No. 02

To: NSAs on the Programme
Attn: President / Chairman / Hon. Secretary
Date: 7 March 2018
From: Ronnie M. C. WONG, JP, Hon. Secretary General
Re: **18th Asian Games**

I. Nomination of Athletes and Team Officials

II. Accreditation Application for Athletes and Team Officials

Dear Sir / Madam,

I. Nomination

Further to our Circular Letter No. 01 dated 20 October 2017, your Association is invited to submit athletes and team officials' nomination for the 18th Asian Games (AG) with reference to:

1. the Sport Technical Handbook (as of 15 February 2018) provided by the Indonesia Asian Games Organizing Committee (INASGOC) at **Appendix I**. (Not attached)
2. General Competition Schedule (as of 23 February 2018) at **Appendix II** (Not attached)
3. the SF&OC Selection Criteria at **Appendix III**. (Attached)

Please study the above document/s carefully and ensure that your athletes will comply with all the requirements and eligibility to be selected as a Member of the Hong Kong, China Delegation. You are requested to ensure that all nominated athletes **MUST** possess **HKSAR passports**.

In case your athletes who have achieved any results in their recent competitions, they are requested to give the actual standing or ranking in terms of performance with reference to the selection criteria, so that due consideration will be given to their achievement for ultimate selection. It is essential for your Association to inform the Federation of:-

- i. their performance record of competitions in the Years of 2014 - 2017 in Asia, East Asian or other regions where, other Asian athletes have also taken part, in order to establish their comparative standards;

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* **委員會秘書附註**：本文件只備英文本。



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- ii. the individual / team qualifying standards by their respective Asian Federation or International Federation for the Federation's consideration and clarify how these standards are compared with the performance of their counterparts in the Asian Zone;
- iii. their training schedules and competition schedules in the coming 6 months in preparation for the Games. Your Association is also requested to keep the Federation updated periodically of their results and progress while have committed in sending your best athletes before the commencement of the 18th AG.

As a result, you are kindly requested to complete and submit the following documents in soft copy to the Federation by email to kfchow@hkolympic.org and winnieyue@hkolympic.org and original copy by mail/in person to 2/F, Olympic House, 1 Stadium Path, So Kon Po, Hong Kong **by 9 April 2018** for vetting by the Selection Committee:-

- (1) Sport Entries Summary Form at **Appendix IV**; (Not attached)
- (2) Nomination form(s) at **Appendix V** with reference to the sample provided; (Not attached)
- (3) Projected Results of all nominated athletes/teams at **Appendix VI** with reference to the sample provided; (Not attached)
- (4) Training and competition schedules of your athlete(s) / team(s) or any other supporting documents (if any);
- (5) NSA's Selection and Appeal Mechanism on the selection of athletes.

Please note that it is required to have the original signature of your President or Chairman with your Association chop on each nomination form, Sport Entries Summary Form, and Projected Results. Nominations without endorsement are **NOT** accepted. All information will be considered by the Selection Committee of the 18th AG and reviewing of Team Official Report after the Games.

Should the Federation Secretariat have not received any nomination from your NSA by the deadline, it is assumed that your NSA is not interested in entering your athletes for the event(s) at the 18th AG. For planning purposes and to satisfy the foregoing requirement of the 18th AG, if insufficient data are submitted by your Association, the Selection Committee might have to make projections based on known international results.



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II. Accreditation Application

In view of the accreditation application deadline set by INASGOC being **30 April 2018**, to allow sufficient time for the processing of online accreditation application by the Secretariat, your Association is kindly requested to return the following documents of **all potential athletes and team officials** in **one USB (if total file size exceed 10MB)** or by email to winnieyue@hkolympic.org **by 9 April 2018** for our further actions:

- 1) Completed Excel file of all potential athletes and team officials only (long list) at **Appendix VII**. Personal information of all participants in the same discipline should be input in one Excel file. Please contact your Asian or International Sport Federation directly for the application of other accreditation categories. (Not attached)
- 2) Passport copy and photo in soft copy of all applicants with reference to the Accreditation Guide at **Appendix VIII**; (Not attached)

In addition, the **signed original** of the following document/s (if applicable) for each applicant should be returned to the Secretariat by the deadline below:

- 3) Consent Form at **Appendix IX by 23 April 2018**; (Not attached)
- 4) Parent / Legal Guardian Consent Form for Minors (for applicants under 18) at **Appendix X by 23 April 2018**. (Not attached)

Should you have any questions, please feel free to contact Mr. Edward CHOW at 2504-8686 or Miss Winnie YUE at 2504-8503.

Thank you for your attention.

Yours sincerely,

Ronnie M. C. WONG, JP
Hon. Secretary General

c.c. Mr. Timothy T. T. FOK, GBS, JP, President of SF&OC (w/o enclosure)
Members of the Selection Committee of 18th AG (w/o enclosure)

18th Asian Games, Jakarta-Palembang**I. Guidelines for Selection and Appeal Mechanism within NSAs level**

- 4 Selection Criteria are listed in the order of priority as per Audit Report P. 27, Case 1
1. The Selection Criteria and minimum requirements (if any) in selecting athletes to the 18th Asian Games of each NSA should be clearly stated and copied to the SF&OC 18th Asian Games Selection Committee (AGSC). Furthermore, the athletes and the relevant parties concerned should be informed of these selection criteria and minimum requirements (if any). This information should be placed at the website of the NSAs concerned for public viewing in a reasonable and justifiable lead time before the commencement of the selection process by the NSA.
 2. The methodology of the selection can be made preliminarily by the formation and decision of the selection committee of each NSA or other mechanisms formally approved by the highest authority of each respective NSA before nomination.
 3. Each NSA should also devise and inform its members on its own Appeal Mechanism before the commencement of the selection process which should be designated to handle any possible appeals or complaints against its selection results.
 4. The nominations of each NSA should be endorsed with **original signature** by either the President or the Chairman of the NSA before submitting to AGSC. Nominations without such endorsement will not be accepted.
 5. The above said-mentioned Selection Criteria and Appeal Mechanism should be submitted together with the nominations for the filing record of the Federation.

II. SF&OC Selection Criteria of Athletes

- para 1(a)
- (1) The athlete/s to be chosen should possess outstanding results in international competitions: -
 - i) *Ranked 1st – 8th in 2014 until recent World Championships sanctioned by IF;
 - ii) *Ranked 1st – 8th in 2014 until recent Asian Championships sanctioned by AF;
 - iii) *Ranked 1st – 8th in 2014 Incheon 17th Asian Games;
 - iv) *Ranked 1st – 8th in 2014 Phuket Asian Beach Games;
 - v) *Ranked 1st – 8th in 2016 Danang Asian Beach Games;
 - vi) *Ranked 1st – 8th in 2017 Asian Indoor & Martial Arts Games;
 - vii) *Ranked 1st – 8th in 2017 World Games;
 - viii) *Ranked 1st – 8th in 2017 29th Universiade Games;
 - ix) *Ranked 1st – 8th in 2017 13th National Games;

***On condition that there are a minimum of four participants in the competition(s) AND the athlete/s ranked one-third or above among the total number of participants.**
- para 1(b)
- x) Participated in the Rio 2016 Olympic Games.
- para 1(c)
- (2) In the event of absence of (1) above, athlete/s' best performance of the nominated event(s) in year 2014 until recently should be provided (with date, place, number of participating countries or regions / entries should also be given for verification);
- para 1(d)
- (3) The preparation plan of NSAs for their athlete/s will also be taken into consideration in the whole selection process. Details of their training and competitions in the coming 6 months leading to the Games of the nominees should be submitted as reference;
 - (4) Athlete/s should pass a medical check up to demonstrate his/her fitness for competition;
 - (5) Athlete/s should comply with the eligibility code of the Olympic Council of Asia Constitutions & Rules and the Terms and Conditions of the Technical Handbooks of the Indonesia Asian Games Organizing Committee.