



CPA Basketball Competition 2016



Dates **Weekends from May to September 2016**
(subject to venue availability and the total number of teams)

Venue **LCSD sports centers (to be confirmed)**

Enrolment requirements

Members, QP students/graduates and CPA practices are welcome to form teams to compete in this annual competition. Please refer to the enrolment notes for details of the enrolment requirements.

No. of teams

- ◆ The maximum number of participating teams is 16.
- ◆ The competition will be cancelled if the number of teams enrolled is less than 8.

Match format

1. Teams will be divided into groups by draw lot at the team briefing meeting.
2. Single round robin by group will be adopted in the preliminary round. For example, for 16 teams they will be divided into 4 groups (4 teams each). The two teams that came first and second respectively in each group will be qualified for the quarter-final.
3. The single knock-out system will be adopted in the quarter-final, semi-final and final matches.
4. The match format and group in the preliminary round will be subject to adjustment pending the final number of registered teams.

Awards

The President's Cup will be awarded to the champion. Trophies will be awarded to the champion, 1st runner-up and 2nd runner-up. Medals will also be presented to players of the top 4 teams.

Fees

- ◆ **Enrolment: \$1,300** per team (non-refundable)
- ◆ **Deposit: \$500** per team (refundable, see pt. 3 of the Enrolment Notes)

Enrolment

To enrol please complete the enrolment form and return it with full payment to the Institute on or before **3 April 2016**. Enrolment is on a first-come-first-served basis.

Briefing Session

The briefing session will be held on **19 April 2016** to consider and adopt the competition rules, drawing of groups and match schedule. As we will **not** entertain any subsequent requests for changes to the rules, groupings and match schedule, we urge all registered teams to send a representative to the briefing session.

Enquiries:

Peggy Kwan (tel: 2287 7058) / Karen Wong (tel: 2287 7262)
Email: peggy@hki CPA.org.hk / karenwong@hki CPA.org.hk
Corporate Events Department

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Enrolment Notes

1. Completed enrolment form together with payments should be submitted to the Institute on or before the closing date of enrolment, i.e. **3 April 2016**. However, the Institute has the discretion to accept late applications as it sees fit.
2. The enrolment fee (\$1,300) per team is non-refundable once the enrolment is processed.
3. Each team has to pay an additional deposit of \$500 which is refundable. The purpose of the deposit is to: (1) discourage absence from matches which will have a serious impact on the overall competition; (2) discourage any team to make unsubstantiated complaints against other teams; and (3) be used as a penalty for any team which is found guilty of breaching of the rules and regulation of the competition.

The deposit will therefore be forfeited in the following circumstances if any team has:
 - failed to show up at any scheduled match;
 - made any unsubstantiated complaints; or
 - been found guilty of breaching of the rules and regulations of the competition.Otherwise, the deposit will be refunded in full after the competition.
4. All players are required to present their HKID card or passport for identification purpose before the commencement of the match. Affinity Credit Card / HKICPA Membership Card / HKICPA Student Card are also accepted as a form of identification. *The name appears on the List of Players should be identical to the name appears on the identification proof.*
5. Any team players who are neither a HKICPA member nor a HKICPA QP student/graduate are required to submit a certification of employment status issued by his HR department or an authorised person of his company/firm in conformity with the Team Requirements as set out below.
6. The deadline for submission of certification of employment status is **24 April 2016**. The Institute has the right to request further particulars or proof in respect of any player's employment status as it sees fit.
7. The Team Leader is required to sign a declaration confirming that the particulars entered in the List of Players are true and accurate.
8. Should the Team Leader wish to make any changes to the List of Players that has already been submitted, he is required to submit the Application for Change of Players to the Institute before the specified deadline, with certification of employment status, if applicable. The final composition of a team must comply fully with the Team Requirements as set out below.
9. The deadline for submission of any changes to the List of Players is **24 April 2016**. No changes will be accepted thereafter.
10. Only players who have been duly registered are allowed to play in the competition.
11. Each player must sign the attached health declaration and disclaimer of liability form. The signed form must reach the Institute by the latest, **24 April 2016**
12. The rules of the competition will be sent to all participating teams. The Institute reserves the rights to revise or amend the rules of the competition without prior notice and its interpretation is deemed to be final.
13. The venue and date of match are subject to change without prior notice due to unforeseen circumstances.
14. Email will be used for all communications about the competition except on the event date when mobile messages will be used.

Team Requirements

Participating team should fulfill the following requirements:-

- (a) A team can be comprised of the following three types of players:
 - HKICPA member;
 - HKICPA QP student/graduate; and
 - other player.
- (b) Other player refers to any player who is neither a HKICPA member nor a HKICPA QP student/graduate. This player must be a full-time employee of the same company with one of the teammates, who is a HKICPA member.
- (c) The Institute will base on the information stated in the enrolment form/Change of Players List to consider if a team has complied with the requirement set out in paragraph (e) below. Therefore any players who expect their status to be changed by May (first match), he should use the new status to enter into the competition.
- (d) Any change of player's status must be submitted to the Institute before **24 April 2016** by completing the Change of Players List. Please note that we will not entertain any subsequent changes and that any registered player whose status does not match with the registered Players List will not be allowed to play in the competition
- (e) A team can register a maximum of 15 players. In a team, there must be at least four HKICPA members and the total number of HKICPA members, or a combination of HKICPA members and HKICPA QP students/graduates, must not be less than eight.
- (f) During a match, there must be a minimum of (i) three HKICPA members; or (ii) two HKICPA members and one QP student/graduate playing at any time throughout the match.
- (g) A team must have a Team Leader who is a HKICPA member.
- (h) A player can only register for one team.

[* A full-time employee shall mean a person who has been working for the company for at least six months by the time of the first match of the competition during which s/he is bound to devote the whole or substantially the whole of his/her time during normal office hours to his/her employment. Normal hours shall mean those hours at which banks are generally open for business in Hong Kong.]



Event Code: CPABC2016

CPA Basketball Competition 2016

Enrolment Form

**Finance & Operations Department,
 Hong Kong Institute of CPAs**
 37th Floor, Wu Chung House,
 213 Queen's Road East, Wanchai,
 Hong Kong.

(Please reply on or before 3 April 2016)

Fax no: 2893 9853

Enquiries: 2287 7058 / 2287 7262

Please read the **Notes on Enrolment** and **Team Requirements** prior to completing this form.

Team name: _____ **Team uniform colour:** _____

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| Team Leader: | |
| Full name: _____ | Membership no.: _____ |
| Mobile no.: _____ | Email: _____ |

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|--|-----------------------|
| Contact person: (if different from the Team leader) | |
| Full name: _____ | Membership no.: _____ |
| Mobile no.: _____ | Email: _____ |

| List of Players | | | | | |
|--|---------------------------|-------------|---|--|---|
| Players 1 to 4 must be a HKICPA member. Players 5 to 8 must be either a HKICPA member or a HKICPA QP student/graduate. | | | | | |
| No. | Player's name (full name) | Uniform no. | Membership no. / Student registration no. (if applicable) | HKID / Passport no. (only the letter and the first 4 digits are required, e.g. Z1234xxx) | Name of employing company / member practice |
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Declaration

I, the Team Leader, declare that the particulars entered in the above List of Players are true and accurate, and that all named players of the team agree to observe and abide by the rules and regulations of the CPA Basketball Competition 2016.

Signature of Team Leader: _____ **Date:** _____

- (a) Please enclose two cheques upon submission of the Enrolment Form: (i) \$1,300 as enrolment fee and (ii) \$500 as deposit.
- (b) Enrolment is on a first-come-first-served basis. An email will be sent to you to confirm if the competition will proceed and the status of your enrolment. If you wish to check your enrolment status, please contact Ms. Peggy Kwan at 2287 7058 / Ms. Karen Wong at 2287 7262.



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Declaration

I declare that I do not suffer from any illness/disability that renders me unfit to participate in the above activity. I will immediately notify the convenor of the interest group/HKICPA if, for any reason, my health subsequently renders me or may render me unfit to participate in the above activity. I fully accept that the convenor of the interest group/HKICPA will then consider whether I should, in the interest of safety or the safety of the other participants, continue to be allowed to further participate in future sessions and that his/her/the decision of the HKICPA will be final.

Where trainers are in place, I agree to follow the trainer's instructions. I agree that this may be a verbal, visual, physical or demonstrative form of communication. I will ask for further clarification of any ambiguous and/or inaudible instructions. I understand that I will be asked to leave a session immediately if deemed to be deliberately ignoring the instructions from the trainer.

Assumption of Risks and Disclaimer of Liability

As a participant in the above activity you accept that you may be exposing yourself to risk of harm due to the hazards inherent in the activity.

Team name : _____ **Date :** _____

| | Name of team member (full name in block letter) | Membership no. | Signature |
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