

The Constitution
of the
Sports Training And Rehabilitation Therapy (START)
Association of Hong Kong

March, 2010
Revised September, 2011

CONSTITUTION of THE SPORTS TRAINING AND REHABILITATION THERAPY ASSOCIATION OF HONG KONG

Article 1

Name and Address

1. The name of this association shall be Sports Training And Rehabilitation Therapy Association of Hong Kong with the corresponding Chinese Characters “香港運動訓練及治療學會”. (hereinafter called the Association).
2. The address of this Association shall be :

Sports Training And Rehabilitation Therapy Association of Hong Kong, C/O Room 508 Takshing House, 20 Des Veaux Road Central, Hong Kong.
3. The abbreviation for the name of the Association shall be START or START-HK.

Article 2

Objectives

1. The objects of the Association shall be :
 - A. To promote and develop the study and application of Sports First Aid, Sports Training and Sports-related Rehabilitation Therapy (the subjects) in Hong Kong.
 - B. To promote communication among professionals and people interested in the subjects.
 - C. To promote international exchange and development of the subjects.
 - D. To encourage members to participate in charitable and voluntary activities as a duty of civil responsibility.
 - E. To set up standards and guideline for the subjects.
 - F. To develop Sports Training as a profession in Hong Kong and to set up professional standards and guidelines for the profession.
2. Sports Training is defined as stipulated in **Schedule 1** of this Constitution.

Article 3

Membership - Qualification and Admission

1. Any person who is interested in the subjects and possess a qualification defined in **Schedule 2** may become a **Member** upon application to and approval from the Executive Committee and payment of the prescribed fee.
2. Any person whose name has been approved by the Executive Committee of the Association may become a **Life Member** of the Association.
3. Any person whose name has been approved by the Executive Committee of the Association may become an **Honorary Member** of the Association.
4. Any person whose name has been approved by the Executive Committee of the Association may become an **Honorary Life Member** of the Association.
5. Any person who is studying in a full time or part time program from a recognized institution, of a duration not less than one year and with a curriculum of not less than 200 contact hours, leading to a qualification defined in **Schedule 2** may become a Student Member upon application to and approval from the Executive Committee and payment of the prescribed fee.
(added September 2011)

Article 4

Membership - Suspension and Termination

1. Any member who wishes to suspend or terminate his/her membership shall write to the Honorary Secretary of the Executive Committee stating the reasons therein. The suspension or termination will effect upon receipt of the writing or on the date as specified.
2. The Association, with the consent of at least half of the Executive Committee members, may suspend or terminate the membership of any member for his/her misconduct, refusal to pay an annual fee or any acts which may have damaged the interests of the Association.
3. The member shall have the right of appeal against the decision made by the Executive Committee under paragraph 2 by writing to the Honorary Secretary of the Executive Committee stating therein the reasons for appeal. Hearing of the appeal case shall be scheduled in an Extraordinary General Meeting, ('EGM') and the decision in the EGM shall be the final.

Article 5

Fees and Subscription

1. Amount :
 - a. Upon registration as a member of the Association, a person shall pay an annual subscription fee to be determined from time to time by the Executive Committee subject to retrospective recognition by the AGM. The fee for different types of membership shall be stipulated in **Schedule 3** of the Constitution.
 - b. An Honorary or Honorary Life member is not required to pay any fee.
2. Provision of special assessment :

Provision of special assessment shall be decided by the Executive Committee of the Association.
3. Time of payment :

The fee should be paid on or before the start of the Financial Year on 1 July of each calendar year or at the time of joining the Association. Members (Except Life and Honorary Members) joining the Association on or after 1 January of each calendar shall pay only half of the annual subscription fee as stipulated in **Schedule 3**.
4. Method of payment :

The annual fee shall be paid by cheque, payable to Sports Training And Rehabilitation Therapy Association of Hong Kong, or by direct credit to the account of the Association. The receipt if by direct credit shall be sent to the Association for acknowledgment.

Article 6

Privileges of Membership

1. All members shall enjoy the following privileges :
 - a. to have rights to participate in the activities of the Association.
 - b. to use facilities provided by the Association.
 - c. to receive publications from the Association.
 - d. to stand for election (except Student Members, Honorary Members and Honorary Life Members). (*amended September 2011*)
 - e. to vote in election (except Student Members, Honorary Members and Honorary Life Members). (*amended September 2011*)

Article 7

Authority and Management

1. Authority

The resolution of a General Meeting shall possess the highest authority in all matters affecting the Association.

2. Management

The management of the Association shall be in the hands of the Executive Committee (called the Committee hereinafter), when the General meeting is not sitting. It may not act in contrary to the expressed wishes of the General Meeting.

3. Functions of the Committee :

- a. to manage the Association.
- b. to organize and supervise activities of the Association.
- c. to formulate and implement policies of the Association in accordance with the provisions of this Constitution.
- d. to carry out resolutions of the General Meeting when the General Meeting is not sitting.

4. Composition of the Committee :

The Committee shall consist of the following voluntary members :

- a. President
- b. Vice-President
- c. Honorary Secretary
- d. Deputy Honorary Secretary
- e. Honorary Treasurer
- f. Up to Five Committee Members

The President, Honorary Secretary and Honorary Treasurer are official office bearers of the Association

5. Duties and Responsibilities of Individual Offices

a. The President

- i. to be the chief executive,
- ii. to chair all Committee Meeting and to enforce all rules and regulations relating to the administration of the Association.
- iii. to present an annual report of the activities of the Association during the Annual General Meeting,
- iv. to convene an Extraordinary General Meetings in the event of 6 or more of the Committee posts falling vacant,
- v. to sign the minutes of all Committee Meetings after they have been adopted by the Committee,
- vi. to jointly sign with the Honorary Treasurer or the Honorary Secretary all cheques pertaining to all financial transaction of the Association.
- vii. to act as the official spokesperson of the Association.

b. The Vice-President

- i. to be the Acting President of the Committee in the absence of the President,
- ii. to assist the President in the discharge of his duties.

c. The Honorary Secretary

- i. to convene the Annual General Meeting (AGM), Extraordinary General Meeting (EGM) and General Meeting (GM) on the instruction of the Committee.
- ii. to be responsible for the general correspondence of the Association,
- iii. to record the proceedings of all meetings of the Association, or in his or her absence by any member of the Committee subject to the approval of the President of the meeting,
- iv. to prepare the minutes of all Meetings of the Association,
- v. to maintain an up-to-date membership roll of the Association.
- vi. to jointly sign with the Honorary Treasurer or the President all cheques pertaining to all financial transaction of the Association.

d. Deputy Honorary Secretary

- i. In the absence of the Honorary Secretary, the Deputy Honorary Secretary shall have all the powers and prerogatives of the Honorary Secretary.
- ii. to assist the Honorary Secretary in the discharge of his/her duties.

- e. Honorary Treasurer
 - i. to keep a full and accurate record of all financial transactions of the Association.
 - ii. to receive and to pay money for and on behalf of the Association.
 - iii. to prepare and present a full financial report and the audited account of the Association in the Annual General Meeting with the prior approval of the Committee.
 - iv. to jointly sign with the President or the Honorary Secretary all cheques pertaining to all financial transactions of the Association.
 - f. Executive Committee Members
 - to perform administrative tasks or to organize activities of the Association in accordance with the resolution in Executive Committee Meetings or as assigned by the President of the Association.
6. Termination of Office
- a. Any Committee Member wishing to resign shall serve a notice of resignation in writing to the Committee stating the reasons therein, and his resignation shall take effect on the approval of the Committee and on such terms as the Committee may deem fit to impose.
 - b. The Committee may pass any resolution to suspend or dismiss any Committee Member for neglect of duty, absence of three consecutive Committee meetings without notice, dishonesty, incompetence, refusal to carry out the decisions of the Committee or for any reasons which the Committee deems fit and sufficient in the interest of the Association.
 - c. Provided always that such a Committee member shall have the right of appeal in the General Meeting against any such terms as imposed by the Committee under paragraph (a) above and also against any such resolution by the Committee under paragraph (b) above. The decision in the GM shall be final.
7. Permanent Presidents
- a. A person being elected as the President of the Association for three terms or six years, either consecutively or separately, shall be appointed as a Permanent President of the Association by the General Meeting.
 - b. A Permanent President cannot stand for election but reserve the right to nominate and vote in an election.
 - c. A Permanent President has the same right as an Executive Committee Member in the Committee.

Article 8

General Meeting

1. Annual General Meeting (AGM)
 - a. The Annual General Meeting shall be held within the last six months of each calendar year.
 - b. The Annual General Meeting shall be convened by the Honorary Secretary on the instruction of the Committee and presided by the President of the Committee or, in his absence, the Vice-President.
 - c. The business of the Annual General Meeting shall be
 - i. to receive and adopt the minutes of the previous Annual General Meeting together with the minutes of all Extraordinary General Meetings which may have been held since the previous Annual General Meeting.
 - ii. to receive and adopt the Annual report of the President of the Committee.
 - iii. to receive and adopt the Honorary Treasurer's report and the statement of accounts.
 - iv. to appoint Permanent Presidents, if any.
 - v. to elect new members of the Committee every other year.
 - vi. any other business.
2. Extraordinary General Meeting (EGM)
 - a. The Secretary shall convene an Extraordinary General Meeting at the request of the Committee or upon a requisition signed by not less than 20% of Full Members. Any such request or requisition shall specify the objects of the proposed meeting and no other matter shall be discussed thereat without the consent of at least two-thirds of the Full Members present at that Extraordinary General Meeting.
 - b. An Extraordinary General Meeting duly convened shall be presided by the President of the Committee or, in his absence, the Vice-President.

3. Notice

Notice of the Annual General Meeting together with the agenda thereof shall be published on the Internet or via email at least 14 days in advance; notice of an Extraordinary General Meeting together with the agenda thereof shall be published on the Internet or via email at least 28 days in advance.

The notice to all members of any General Meeting shall be deemed to have been effected on the publishing of such notice.

4. In all General Meeting not less than 10% of the number of Full Members (including proxies), or 20 members, whichever is smaller, shall form the quorum.
5. A vote of non-confidence for infringement of the Constitution, neglect of duties, or unbecoming conduct may be moved against any member of the Committee at a General Meeting. Such motion should not be accepted unless received by the Honorary Secretary 14 days prior to the General Meeting and be included in the Agenda sent to members. A vote so passed with not less than two-thirds of the members present and voting agreeing to the motion at the General Meeting shall call for the resignation of the person or persons against whom the vote is moved.

Article 9

Elections

1. Nominations

- a. Candidate nomination shall be called for with the Notice of Meeting Calling for nomination of candidates for election to the Committee in an Annual General Meeting every other year.
- b. Any nomination shall be proposed and seconded to be valid. The consent of the nominee shall be sought.
- c. On the spot nomination, duly proposed and seconded, is acceptable upon approval from the chairman.

2. Method of Voting

- a. The method of voting shall be by ballots, hand raising or other means as deemed appropriate by the chairman of the meeting and proxy is allowed.
- b. Election is by simple majority.
- c. Individual Offices will be elected.
- d. If a tie occurs, the President of the Committee shall have a casting vote.

3. By-Election

- a. In the event of 3 or less vacancies occurring in any Committee post or posts other than that of the President, the Committee shall co-opt a member or members to fill the vacancy or vacancies.
- b. In the event of a vacancy occurring in the post of the President, the Vice-President shall act in his capacity until the date of the next election.
- c. In the Event of 6 or more Committee posts falling vacant at any one time, the President, or the Vice-President and the Honorary Secretary in his absence shall convene an Extraordinary General Meeting (EGM).

Article 10

Advisory Committee

- 1. An Advisory Committee shall be formed by invited experts in the Subjects.
- 2. Members of the Advisory Committee shall be appointed by the Executive Committee as Honorary Members and share the same terms of office as the Executive Committee appointing them.
- 3. The President of the Association shall be the ex-officio Chairman of the Advisory Committee. Executive Committee Member or other Members of the Association may be concurrent members of the Advisory Committee.
- 4. The Advisory Committee advises the Executive Committee on professional standards and matters. It carries no administrative role.

Article 11

Constitution

1. Notwithstanding any provision to the contrary, no part of this Constitution shall be altered or amended except at the General Meeting, notice of which shall have been published at least 14 clear days in advance, intimating specifically the changes proposed.
2. A motion to alter or amend any part of this Constitution shall be carried only when so agreed to by not less than two-thirds of the members present and voting at that General Meeting.
3. The Schedules appended to this Constitution shall be amended by the Executive Committee by simple majority voting as necessary.

Schedule 1 – Definition of Sports Training

Sports Training is a professional career practiced by Sports Trainers. The Sports Trainer's prime responsibility is to make sport safer. A Sports Trainer is an expert at recognizing, treating and preventing musculoskeletal injuries. The Sports Trainer provides a crucial link between the coach, player and healthcare professionals.

The role of a Sports Trainer includes but not limited to the following:

- Provide sports injuries prevention, management and rehabilitation support to coaches and athletes under the supervision of a physiotherapist or sports medicine physician
- Prevent, diagnose, treat and rehabilitate injuries (acute and chronic)
- Coordinate care with coaches and other health care professionals
- Implement appropriate plan for sports injuries prevention and health screening of athletes
- Preparing players for practice and competition
- Provide appropriate immediate management of injuries
- Provide immediate crisis management of severe injuries
- Informed referral of injuries to a more qualified health professional for further advice and management
- Work in conjunction with health professionals (e.g. physiotherapist or sports medicine physician) to ensure a safe return to play for injured players
- Educate players and coaching staff in relation to return to play principles
- Work in schools, colleges, professional sports, clinics, hospitals, corporations, industry, military, performing arts, etc.

Endorsed by the Inaugural Executive Committee, 3 March, 2010.

Schedule 2 – Qualifications for Admission

A person possessing one or more of the following qualifications may be accepted as a member of the Association:

1. Sports First Aid Certificate or Sports Training Certificate issued by the Institute of Holistic Healthcare
2. *Specialty on Sports Emergency (SSE) Certificate in First Aid* issued by the Hong Kong St John Ambulance Association
3. *Sports First Aid Certificate issued by the Accident and Emergency Training Centre of the Ruttonjee and Tang Shiu Kin Hospitals of the Hospital Authority of Hong Kong.*
4. Professional Registration as a Physiotherapist, Nurse (including Enrolled Nurse), Occupational Therapist, Medical Practitioner, Chinese Medicine Practitioner, Dental Practitioner or Chiropractor in Hong Kong
5. A diploma or degree in sports or healthcare related curriculum issued by a recognized tertiary institute or university in Hong Kong
6. *Certified Athletic Trainer (AT,C) Qualification in the USA*
7. Sports First Aid Certificate issued by the National Safety Council, American Coach Education Program or *Emergency Care and Safety Institute* of the USA
8. Sports First Aid Certificate or Sports Trainer Certificate issued by Sports Medicine Australia (SMA).
9. *Other* overseas qualifications equivalent to the above that is approved by the Executive Committee of the Association upon application

Endorsed by the Inaugural Executive Committee, 3 March, 2010.

Revised and endorsed by the Executive Committee, 10 August, 2010.

Schedule 3 – Subscription Fees

1. Annual Subscription Fees for ordinary members shall be HK\$100.
2. The One-off Subscription Fees for Life Members shall be HK\$1,000.
3. Annual Subscription Fees for Student Members shall be HK\$10.
4. Life Members admitted on or before 30 June, 2010 shall be Chartered Members of the Association and are required to pay only HK\$500 as the one-off subscription fee for life membership.
5. *Members joining as ordinary member for the first time on or after 1 April and on or before 30 June each year shall have their membership valid until 30 June of the next calendar year.*
6. The financial year for the Association shall be from 1 July of each calendar year to 30 June of the next calendar year. The membership of an ordinary member shall be the same as the financial year.

Endorsed by the Executive Committee, 3 March, 2010.

Amended and Endorsed by the Executive Committee, 7 May, 2011.

Amended and Endorsed by the Executive Committee, 24 October, 2011.