

香港業餘游泳總會

註冊裁判須知

條例及守則

裁判的職責是要強制執行游泳、跳水、水球或韻律泳規則以確保每個比賽能在公平的環境下進行。此守則乃香港業餘游泳總會註冊裁判之基本規例，有可能為設合泳總的發展而有所更改，但本會希望所有裁判仍能嚴守此等細則。

一般規則：

- 所有裁判必須向泳總註冊方可在泳總主辦的活動中代表其屬會。
- 註冊裁判須填寫註冊表格並交回本會。
- 所有註冊裁判只能代表一個泳總屬會。
- 所有註冊裁判如轉會，必須盡快填寫轉會註冊表格並交回本會，所有更改及資料更新將於交表七個工作天後生效。
- 註冊裁判如違反此守則的任何條款將會受到泳總適當的處分。

1. 資格

- 1.1 16 歲或以上。
- 1.2 持有有效的香港業餘游泳總會裁判證書。
- 1.3 得到其代表屬會的核准及支持。

2. 強制執行

- 2.1 如有裁判未能履行此須知及守則將被終止泳總註冊裁判之身份及資格。
- 2.2 如有屬會繼續與被泳總終止註冊裁判身份及資格的裁判安排或舉行任何游泳、跳水、水球或韻律泳有關的課程或賽事將有可能喪失其屬會身份及資格。

3. 責任

- 3.1 如有需要，裁判將要向泳總報告其籌劃的賽事(本地及海外)之有關問題及進度。
- 3.2 所有註冊裁判在代表香港出席任何活動、比賽、交流及課程之前必須徵求泳總的同意。
- 3.3 所有註冊裁判必須於裁判任何泳總主辦的活動或比賽穿著泳總提供的衣物。
- 3.4 如泳總未有在該活動或比賽提供衣物，所有裁判必須穿著端正及適合的運動服（不能附有令人反感的圖案和標語）。
- 3.5 當裁判所有泳總主辦的活動或比賽時應嚴格遵守泳池之規則及必須穿著清潔的拖鞋。

- 3.6 每位泳總註冊裁判應嚴格遵守泳總之規則、政策及準則。
- 3.7 每位泳總註冊裁判應對自己的操守及行為負責及遵從泳總註冊游泳裁判守則

4. 未獲批准與授權的關係及行為

- 4.1 已註冊的裁判不得與非泳總會員及被泳總終止會員身份的團體/人仕有任何關係。
- 4.2 不得與非泳總屬會及被泳總終止屬會身份的屬會交換或轉借裁判。
- 4.3 不得與非泳總屬會及被泳總終止屬會身份的屬會舉辦、協辦任何示範、表演、訓練、比賽...等等。

5. 權利

已向泳總註冊的所有裁判可：

- 5.1 於本地賽事及本地舉辦的大型國際性比賽擔任裁判及參與泳總的活動。
- 5.2 有參與泳總裁判訓練課程的權利。

6. 剝奪資格及撤銷註冊

- 6.1 所有剝奪資格及撤銷註冊事例將由獨立委員會作個別批審，並由所屬組別的委員會/技術委員會作最終決定。

*詳細國際泳聯游泳、跳水、水球或韻律泳規則，請參閱國際泳聯手冊 02-05 年版
游泳：第 117 至 132 頁
跳水：第 146 至 197 頁
水球：第 202 至 233 頁
韻律泳：第 236 至 300 頁
或瀏覽以下網頁 www.fina.org。

*以上頁數如有更改，請以最新出版之國際泳聯手冊為準。

泳總註冊裁判守則

以下守則制定裁判於所有泳總舉辦之賽事及課程應遵守的規則，希望令各裁判能在每個比賽及訓練課程維持公平、公正的態度以保持基本紀律及專業形象。香港業餘游泳總會在任何情況下保留更改此註冊裁判守則的內容。

1. 在有利益衝突時向泳總申報。
2. 誠實及保證所提供的資格證明乃真實精確無訛。
3. 如有需要，出席泳總提供的所有有關裁判培訓課程。
4. 接受及遵守國際泳聯及香港業餘游泳總會的規則，政策及守則。
5. 執法時保持專業態度。
6. 應抱著正直誠懇的態度鼓勵、發展及維持與所有教練、泳員及其他裁判的關係。
7. 不得在裁判比賽其間引導、招募參加者參與私人、商業及政治活動。
8. 擔任模範裁判的角色以宣揚游泳、跳水、水球或韻律泳的正面信息。
9. 在任何情況下應保持最優秀及最良好的品德和反映游泳、跳水、水球或韻律泳的正面形象。
10. 在任何情況下禁止使用任何提升表現的藥物或被世界反違禁藥組織（“WADA”）禁止的物質及非法的藥物。
11. 在任何情況下（如訓練及比賽等），應對各運動員持著公平、公正的態度，無論其性別、種族、出生地點、運動員的潛質、宗教、家庭背景及其他因素。
12. 不能做出跟香港業餘游泳總會的規則，政策及守則相違背的行為。
13. 不得發表及作出影響香港業餘游泳總會聲譽的個人意見、言論及談話。

HKASA REGISTERED OFFICIAL MENU

RULES & REGULATIONS OF HKASA REGISTERED OFFICIALS:

Officials are present at all competitions to enforce the technical rules of the specific discipline to ensure the competition is conducted in a fair manner. These General Rules are basic regulations for all registered officials of the Hong Kong Amateur Swimming Association ("HKASA"). The HKASA recognises that these Rules may be adjusted from time to time but recommends that all officials adhere to these Rules as closely as possible.

GENERAL RULES

- 1 An official must be registered before he/she represents his/her club in HKASA affairs or being nominated/ recommended by his/her club in any course or program.
- 2 All officials who want to be HKASA registered official must fill in the HKASA Official Registration Form.
- 3 Registered officials are allowed to represent only one club at a time in any situation.
- 4 All HKASA registered officials who wish to transfer club membership must fill in the Club Transfer - Official Registration Form, new information will be valid after seven working days when the HKASA staff receive all necessary documents.
- 5 Violation of any rules set here will be subject to penalty as decided by the Association.

1 ELIGIBILITY

- 1.1 Age 16 or over
- 1.2 Process valid HKASA Official Certificates
- 1.3 Endorsed by HKASA Affiliated Clubs

2 ENFORCEMENT AT PRACTICE

- 2.1 Failure to comply with this Menu and Code of Conduct will be grounds for termination of official membership status.
- 2.2 Clubs that continue to conduct a program with official who has been suspended his/her official registration due to violation of the Code of Conduct will risk losing membership.

3 RESPONSIBILITY

- 3.1 If required, officials shall report to the HKASA of the problems and progress of all swimmers/players and/or teams in any HKASA organized training courses and/or overseas meets.

- 3.2 All officials must seek prior approval from the HKASA before representing Hong Kong in any overseas or local events such as demonstrations, exchange, clinics, competitions...etc.
- 3.3 All officials should wear proper costumes offered by the HKASA of all competitions except when no costumes are offered and individual clothing are allowed.
- 3.4 Individual clothing of all officials shall be in good moral taste and suitable for the occasion of competitions of all disciplines and not to carry any symbol which may be considered offensive.
- 3.5 Follow the rules and regulations of all swimming pools and wear clean sandals at all times when officiating in any competitions and HKASA events.
- 3.6 Each official shall strictly observe the HKASA rules, regulations, policies and guidelines in FINA rules.
- 3.7 All officials shall be responsible for their action and abide by the code of conduct.

4 UNAUTHORIZED RELATIONS AND MISBEHAVIOUR

- 4.1 No registered officials shall have any kind of relationship with a suspended body.
- 4.2 Officiating any competition with suspended bodies is not permissible.
- 4.3 Officiating and holding of demonstrations and/or exhibitions, clinics, training, competitions, etc., with suspended bodies is not permissible.

5 RIGHTS

Registered Officials are eligible to:

- 5.1 Officiate any competitions and participate in HKASA events.
- 5.2 Participate in HKASA organized and sanctioned official training courses.

6 DISQUALIFICATION AND WITHDRAWAL

- 6.1 Any disqualification and withdrawal of registered official shall be handled by a sub-committee case by case and final decision is subject to the decision of the Respective Disciplines' Committee/Technical Committee of the HKASA.

***For details of the FINA Rules of the four disciplines below, please refer to the FINA Handbook 2002-2005 –**

Swimming: Page 117 to 132

Diving: Page 146 to 197

Water Polo: Page 202 to 233

Synchronized Swimming: Page 236 to 300

or visit the FINA website at www.fina.org

* If any changes made to the above mentioned pages, please refer to the latest FINA Handbook released.

CODE OF CONDUCT FOR REGISTERED OFFICIALS:

This Code establishes basic regulations for fair play and moral behaviour and general discipline of registered officials in all the HKASA activities. The HKASA retains the rights to review the content of the code of conduct in any circumstance.

1. Declare conflict of interest when necessary.
2. Be honest and ensure all qualifications presented are all truth.
3. Attend all official training courses when necessary.
4. Know and abide by FINA and HKASA rules, regulations and standards.
5. Officiate all competitions in a professional manner.
6. Encourage, develop and maintain integrity in relationships with all officials, swimmers/players and coaches.
7. Any relationship to further personal, political, or business interests is strictly prohibited within the officiating hours of competitions organized by the HKASA.
8. Act as a role model that promotes positive aspects of the specific discipline.
9. Maintain the highest standards of personal conduct and project a favorable image of the specific discipline and of officiating at all times.
10. Discourage the use of performance-enhancing drugs or World Anti-Doping Agency ("WADA") banned substances and any illegal substance in any situation.
11. Treat all participants in a fair manner within the context of their training, competitions regardless of gender, race, place of origin, athletic potential, religion, socio-economic status and any other conditions.
12. Do not engage in any conduct that is contrary to or inconsistent with the policies of the HKASA.
13. Do not express any personal opinion/comments/speech that damages the image of the HKASA.

HONG KONG AMATEUR SWIMMING ASSOCIATION

2005 - 2006 Official Registration Master Form / 裁判註冊總表

Discipline: (Pls select / 請選擇)

SW游泳
 DV跳水
 SS韻律泳
 WP水球
 MS先進

MR - O

Name of Club/會名稱: _____

	Reg No. 註冊編號	Surname 姓	Other Name 名	Cheque No. 支票號碼 (If Applicable) (如適用)	Pls "✓" 請選擇	
					Renewal 續會	New. 新註冊
1						
2						
3						
4						
5						
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15						
16						
17						
18						
19						
20						
Total No.						

Official Use Only HKASA Staff Signature: _____	Received Date: _____ Receipt No.: _____
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HONG KONG AMATEUR SWIMMING ASSOCIATION 香港業餘游泳總會

2005 - 2006 OFFICIAL REGISTRATION FORM / 裁判註冊表格

相片
Photo
(FOR NEW APPLICANT ONLY)
(只適用於新申請者)

Please write in Block Letter & "✓" as appropriate. 請用正楷填寫及在適當括號內加上"✓"號。

Annual Fee: HK\$80.00
週年註冊費: 港幣八十元正

DISCIPLINE 註冊組別 SW 游泳 DV 跳水 WP 水球 SS 韻律泳
(Please choose one 只選一項) () () () ()

NEW REGISTRATION 新註冊 () → Registered Club 註冊泳會 _____

RENEWAL 續期 () → Please State Current reg. No. 會員續期請填上註冊編號 _____ Reg. No. 註冊編號 _____

Surname 姓氏: _____ 中文姓名 _____

Other Name 名字: _____

Address 通訊住址: _____

NATIONALITY 國籍: _____ Date of Birth 出生日期: _____ Sex 性別: M / F

* H.K.I.D. Card / HK Birth Cert. / Passport / Identification Document No.: _____
* 香港身份證 / 香港出生紙 / 護照 / 身份證明書號碼: _____

Contact Tel. No. 聯絡電話: _____ FAX NO.: 傳真號碼: _____

E-mail 電郵: _____

I *would / would not like to receive any information or promotions from Hong Kong Amateur Swimming Association.
本人*願意 / 不願意 收到任何由香港業餘游泳總會發出之資料或宣傳品。

*Please delete as appropriate * 請將不適用項目刪去

I agree to be abide by and governed by Official Menu and Code of Conduct all rules and regulations and bye-laws of the Hong Kong Amateur Swimming Association ("HKASA") & Federation Internationale de Natation ("FINA") and understand that violation of any rules will be subject to the disciplinary action imposed by the HKASA. I also certify that the information given above is to the best of my knowledge and belief.

本人願意遵守所有香港業餘游泳總會及國際泳聯的規則、條例及附例以及裁判須知及守則並清楚明白觸犯任何規條將會被香港業餘游泳總會懲罰。以我所知，我同時證明上述資料均真實及正確。

Name of Signatory (Block Letters) _____ Date _____ Applicant's Signature _____
簽署人姓名(正楷) _____ 日期 _____ 申請人簽署 _____

Endorsement by respective ASA Member Club / Affiliation Club 由所屬泳總會員 / 屬會批核

Date 日期 _____ # Club's Authorised Signature 屬會授權人簽署 (Name & Title 姓名及職銜) _____ Club Chop 屬會會印 _____

Remark 備註: # Only previously provided "Authorized Signature" (s) & "Club Chop" will be accepted. 本會祇接受屬會資料表提交之簽名樣本及會印式樣。

Other Information 其他資料

I agree the following information marked with "✓" to be published on the HKASA Web-site.
本人同意將以下有"✓"的資料刊登於泳總網頁內。

Contact Phone no. 聯絡電話 _____ Qualification 資歷, e.g. Level 1, Level 2 _____ Affiliated Club 屬會 _____ Sex 性別 _____

Important Notes / 注意 :

- Applicant who apply for registration with the HKASA as official for the year 2005 - 06 (1st April 2005 - 31st March 2006) should submit this original form (with valid certificate) through his/her Club to the HKASA. 申請註冊成為泳總2005-06年度(二 五年四月一日至二 六年三月三十一日)裁判須透過其屬會遞交此申請表正本(連同有效證書)至泳總。
- For new applications or change of particulars, A COPY OF IDENTITY DOCUMENT MUST BE ATTACHED with this form. 首次申請或更改個人資料者, 需連同身份證明文件一併遞交。
- We reserve the right to reject the application from which we suspect the Applicant's Signature. 本會保留拒絕對申請人簽署有懷疑之申請表
- The information provided by you will only be used for enrolment and promotion of recreation and sports activities organized by our Association and co-organising parties. For correction of or access to personal data after submission of this form, please contact our staff. 你所提供的資料只供本會作紀錄及推廣之用。如欲更改或查詢你申報的個人資料, 可與本會職員聯絡。

For Official use only :

Approved Date: _____ Registration No.: _____ Approved by : _____

HONG KONG AMATEUR SWIMMING ASSOCIATION

2005 - 2006 Official Transfer Registration Master Form / 裁判轉會註冊總表

Discipline: (Pls select / 請選擇)

SW游泳 DV跳水 SS韻律泳 WP水球 MS先進

TR - O

Name of Club/會名稱: _____

	Reg No. 註冊編號	Surname 姓	Other Name 名	Cheque No. 支票號碼 (If Applicable) (如適用)	Pls "tick" 請選擇	
					Transfer 轉會	Transfer & Renewal 轉會及續會
1						
2						
3						
4						
5						
6						
7						
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16						
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18						
19						
20						
Total No.						

Official Use Only

Received Date: _____

HKASA Staff Signature: _____ Receipt No.: _____



Hong Kong Amateur Swimming Association

APPLICATION FOR TRANSFER – Official

裁判轉會申請表

Important Notes / 注意 :

- 1 Registered officials wishing to transfer club should use this form. It is the official's responsibility to complete Section A and Section B. A copy of this form will be given to the Old Club for acknowledgement. 已註冊之裁判如希望轉會，須填妥此表格(包括甲部及乙部)。此表格之副本會呈送予該裁判所屬之舊會以作紀錄。
- 2 Transfer application fee is HK\$100. Transfer & renewal application fee is HK\$180. 轉會申請費用為港幣一百元正，轉會連續期費用為一百八十元正。
- 3 After acknowledgement of receipt by HKASA of all necessary documentation and the appropriate fee, the official will be registered under the "new club" effective after seven working days starting from the calendar date immediately following the date of notification by HKASA 當接到泳總通知已收齊有關文件及轉會註冊費後翌日起七個工作天註冊方為生效。
- 4 Officials can only represent their "new club" after seven working days starting from the calendar date immediately following the date of notification by HKASA. 裁判在轉會後七個工作天才能代表“新屬會”。
- 5 Officials are not allowed to change to another club within the one week starting from the calendar date immediately following the date of notification by HKASA. 裁判不得於本會已收齊有關文件及轉會註冊費後翌日起一個星期內再次轉會。

SECTION A 甲部

NAME(姓名): _____ (_____)

Registration No. 註冊編號 _____

H.K.I.D. Card/Passport 身份證/護照號碼 _____

Discipline(組別): **SW** 游泳/**DV** 跳水/**WP** 水球/**SS** 韻律泳

Name of Old Club 舊屬會名稱: _____

I am seeking a transfer from the above-mentioned Club to

_____ [insert New Club name]

我現在希望由上述屬會轉至

_____ [請填上新屬會名稱]

*Applicant's Signature 申請人簽署 : _____

Name in Block Letter 簽署人姓名(正楷) : _____

Please state relationship(if applicable)與申請人關係(如適用) : _____

*(Signed by parent if age of applicant under 18) *(18 歲以下必須由父母簽署)

SECTION B 乙部

TO: _____ [Insert Old Club Name]

This is to acknowledge that SW/DV/WP/SS official(Name) _____ (_____)

with ASA Registration No. _____ will transfer to a New Club

_____ with effect from (*date) _____.

致: _____ [請填上舊屬會名稱]

謹此通知 游泳/跳水/水球/韻律泳裁判 (姓名) _____ (_____) 泳總註冊

編號 _____ 將轉至 (新屬會名稱) _____

並由 (*日期) _____ 開始生效。

***To be filled by HKASA office**

*此欄由泳總填寫

Office Use Only

Date Received: _____ Transfer Approved / Withdrawal / Rejected: _____

Receipt Number: _____ Signature: _____

OTR**05 - 06****HONG KONG AMATEUR SWIMMING ASSOCIATION
香港業餘游泳總會**

2005 - 06 CLUB TRANSFER - OFFICIAL REGISTRATION FORM / 裁判轉會註冊表格

相片
Photo
(If Change
如有更改)

Please write in Block Letter & "✓" as appropriate. 請用正楷填寫及在適當括號內加上"✓"號。

I) DISCIPLINE 註冊組別 SW 游泳 DV 跳水 WP 水球 SS 韻律泳

(Please choose one 只選一項) () () () ()

Application for Transfer Fee 轉會申請費用: HK\$100 Renewal Registration Fee 會員續期註冊費用: HK\$80

Registered Transfer 在本年度已註冊的轉會申請 () HK\$100

OR 或

Renewal Registration & Transfer 續期註冊及轉會申請 () HK\$180

Old Club 舊會 :

Reg. No. -

New Club 新會 :

Surname 姓氏 :

中文姓名 _____

Other Name 名字 :

Address :

通訊住址 :

NATIONALITY 國籍 :

Date of Birth 出生日期

Sex 性別

DD 日

MM 月

YYYY 年

M / F

* H.K.I.D. Card / HK Birth Cert. / Passport / Identification Document No.:

* 香港身份證 / 香港出生紙 / 護照 / 身份證明書號碼 :

Contact Tel. No.

聯絡電話 :

FAX NO.:

傳真號碼 :

E-mail 電郵 :

I *would / would not like to receive any information or promotions from Hong Kong Amateur Swimming Association.

本人*願意 / 不願意 收到任何由香港業餘游泳總會發出之資料或宣傳品。

I certify that in this application of registration, the person whose name appears as the applicant is an amateur as defined by the Hong Kong Amateur Swimming Association and I am not under suspension from any other swimming organization. I agree to be abide by and governed by Official Menu and Code of Conduct all rules and regulations of the Hong Kong Amateur Swimming Association ("HKASA") & Federation Internationale de Natation ("FINA") and understand that violation of any rules will be subject to the disciplinary action imposed by the HKASA. I also certify that the information given above is to the best of my knowledge true and correct.

茲證明本人(即上述申請者)之身份合乎香港業餘游泳總會釐定之業餘身份,並未受其他游泳組織制裁。本人願意遵守所有香港業餘游泳總會及國際泳聯的規則、條例、附例以及裁判須知及守則並清楚明白觸犯任何規條將會被香港業餘游泳總會懲罰。以我所知,我同時證明上述資料均真實及正確。

Name of Signatory (Block Letters)

簽署人姓名(正楷)

Date

日期

Applicant's Signature *(Signed by parent if age of applicant under 18)

申請人簽署 *(18歲以下必須由父母簽署)

Filled by the New Club

此欄由新屬會填寫

We hereby acknowledge that swimmer named as the Applicant above is registered to our club with effect from (date) _____.

茲證明上述申請者已於(日期)_____註冊本會。

Date

日期

Club's Authorised Signature

屬會受權人簽署

(

Name

(

姓名

)

Title

職銜

)

Club Chop

屬會會印

Remark 備註:

#Only previously provided "Authorized Signature" (s) & "Club Chop" will be accepted. 本會祇接受屬會資料表提交之簽名樣本及會印式樣。

Important Notes / 注意 :

1 We reserve the right to reject the application from which we suspect the Applicant's Signature. 本會保留拒絕對申請人簽署有懷疑之申請表。

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

你所提供的資料只供本會作紀錄及推廣之用。如欲更改或查詢你申報的個人資料,可與本會職員聯絡。

Official use only :

Approved Date: _____

New Registration No.: _____

Approved by: _____