HONG KONG, CHINA ROWING ASSOCIATION

EVENT COMMITTEE

Terms of Reference

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1. Establishment

The Event Committee ("the Committee") is established by resolution of the Board of Directors ("the Board") of the Hong Kong, China Rowing Association ("HKCRA" or "the Association").

The Committee operates under authority delegated by the Board. The Board retains ultimate responsibility for the governance, management and affairs of the Association.

In accordance with the Articles of Association of HKCRA, the President, Chairman, Director of Finance and Company Secretary shall be ex-officio members of the Committee but shall not be entitled to vote at meetings of the Committee unless specifically appointed as members by the Board. Ex-officio members are not required to attend meetings of the Committee but may choose to attend any meeting in that capacity.

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2. Purpose

The purpose of the Committee is to:

- advise and make recommendations to the Board on matters relating to the planning, coordination, development and standards of rowing competitions and related events organised or sanctioned by HKCRA;
- support the effective delivery and continuous improvement of rowing competitions and events in a manner consistent with HKCRA's mission and development strategy;
- promote coordination across different rowing disciplines and event types, including classic rowing, coastal rowing and indoor rowing events, so as to support orderly scheduling and coherent event development;
- support the Board in fulfilling its governance and oversight responsibilities in relation to competition and event matters; and
- promote transparency, accountability and good governance consistent with applicable laws, policies and guidelines.

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3. Authority

Unless expressly authorised by Board resolution, the Committee:

- acts in an advisory capacity to the Board;
- has no authority to bind the Association contractually; and
- may make recommendations to the Board for approval.

Where specific delegated authority is granted, this shall be clearly documented in writing by resolution of the Board.

The Committee shall not, unless specifically authorised by the Board:

- approve expenditure or commit Association funds outside approved budgets and any specific delegated authority;
- make appointments or removals on behalf of the Board;
- impose disciplinary sanctions; or
- exercise powers reserved to the Board under the Articles of Association or HKCRA policies.

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4. Composition

4.1 Membership

The Committee shall comprise:

- a minimum of three and a maximum of eight members, including the Chairperson; and
- such specialist advisers as the Board may approve, if applicable.

Specialist advisers shall not count towards the minimum or maximum membership.

4.2 Eligibility

In accordance with the Articles of Association, all voting members of the Committee must be Stewards or Ordinary Members of HKCRA and members of a Club Member of the Association.

Members shall possess relevant experience, expertise or qualifications appropriate to the Committee's remit.

4.3 Specialist Advisers

The Board may approve the appointment of specialist advisers to attend meetings where particular expertise is required. Such persons shall not be voting members of the Committee and may participate only in a non-voting advisory capacity, in accordance with the Articles of Association.

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5. Appointment and Term

Committee members shall be appointed by the Board.

The Chairperson shall be appointed by the Board.

Members shall serve for a term of two years, renewable upon reappointment by the Board.

Specialist advisers shall serve for a term of two years, renewable upon reappointment by the Board.

The Board may remove or replace members at its discretion.

The office of a member shall be automatically vacated if the member:

- resigns in writing addressed to the Association;
- ceases to be a Steward or Ordinary Member and member of a Club Member of HKCRA;
- becomes of unsound mind;
- has a receiving order made against him or her; or
- is removed from office in accordance with the Articles of Association or by Special Resolution at a General Meeting of the Association.

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6. Duties and Responsibilities

The Committee shall:

6.1 Strategic Oversight and Development

- advise the Board on the planning, development and coordination of rowing competitions and related events organised or sanctioned by the Association, in support of HKCRA's mission and development strategy;
- review and recommend measures to promote high standards in event planning, organisation and delivery;
- consider and recommend improvements to competition formats, presentation and participant experience where these may benefit athletes, spectators, officials and the promotion of rowing.

6.2 Annual Competition and Event Planning

- recommend to the Board an annual competition and event schedule covering classic rowing, coastal rowing and indoor rowing competitions and, where relevant, other associated events held in Hong Kong under the Association's auspices;
- keep the proposed schedule under review and recommend adjustments where necessary;
- consider the timing and sequencing of competitions and events so as to support effective planning, participation and development;
- advise on potential new competition venues and, where appropriate, support the inspection and assessment of such venues.

6.3 Cross-Discipline Coordination

- liaise with other relevant committees and stakeholders to avoid clashes between classic rowing, coastal rowing, indoor rowing and other events, and to promote effective communication and coordination on competition and event matters;
- work with other relevant committees in considering what events or disciplines should be included in particular competitions, and make recommendations accordingly to support HKCRA's mission and development strategy.

6.4 Promotion and Volunteer Support

- consider measures to strengthen volunteer support for the organisation and running of competitions and related events;
- make recommendations on volunteer needs, coordination and development in relation to HKCRA events.

6.5 Equipment and Operational Needs

- advise the Association on equipment, facilities and operational support needs relating to competitions and events within the Committee's remit;
- make recommendations on matters affecting the readiness and quality of equipment and event support arrangements, subject to the Association's approval and financial controls.

6.6 Risk Management

- identify material risks within the Committee's remit, including risks relating to event planning, scheduling, coordination, operational readiness and governance;
- escalate significant issues or risks to the Board in a timely manner.

6.7 Financial Responsibility

- review, where relevant, the budgetary implications of competitions, events, equipment and related initiatives within its remit;
- monitor the use of any budget or resources specifically allocated to event-related activities within its area of responsibility, subject always to the Association's financial controls and Board authority;
- make recommendations to the Board on event-related budgetary resource needs and priorities.

The Committee shall also ensure that activities within its remit are conducted in accordance with:

- the HKCRA Articles of Association;
- applicable laws of Hong Kong;
- guidelines issued by the Sports Federation & Olympic Committee of Hong Kong, China;
- relevant subvention requirements of the Leisure and Cultural Services Department; and
- relevant ICAC corruption prevention and integrity guidance.

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7. Meetings

The Committee shall meet not less than three times per year, or more frequently as required.

Meetings may be conducted in person or by electronic means, including video conference.

Notice of meetings shall be given at least seven days in advance unless urgent circumstances require otherwise.

The agenda and relevant papers shall be circulated in advance where practicable.

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8. Quorum and Voting

A quorum shall consist of at least 50% of duly appointed voting members.

Voting shall be by show of hands unless the Chairperson of the meeting directs otherwise.

Decisions shall be made by simple majority of those present and voting.

In the event of a tie, the Chairperson of the meeting shall have a casting vote.

No person appointed in an advisory or non-voting capacity, and no person in receipt of a salary or wages from the Association, shall be entitled to vote at meetings of the Committee.

Written resolutions signed by all voting members may be adopted if unanimously agreed, where permitted.

If a meeting is inquorate, discussion may take place but no formal recommendation shall take effect unless subsequently confirmed at a quorate meeting or by valid written resolution.

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9. Conflict of Interest

Members shall comply with HKCRA's Conflict of Interest Policy.

An annual declaration of interests shall be completed by each member.

Members must declare any actual, potential or perceived conflict of interest at the beginning of each meeting, or as soon as it arises.

Any member with a conflict of interest in relation to a matter shall abstain from discussion and decision-making on that matter, and such abstention shall be recorded in the minutes. In accordance with the Articles of Association, any vote cast in breach of this requirement shall not be counted.

Particular care shall be taken in relation to competition scheduling, event inclusion, venue selection, resource allocation and any event-related recommendation that may affect the interests of a member, club or other stakeholder.

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10. Reporting

The Committee shall report to the Board after each meeting.

Written minutes shall be prepared and maintained as official records of the Committee's proceedings. Copies of all minutes shall be furnished promptly to the Company Secretary and to the HKCRA Secretariat in accordance with the Articles of Association.

Significant decisions or recommendations shall be submitted to the Board for approval where required.

An annual summary report shall be provided to the Board.

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11. Secretariat Support

Administrative support shall be provided by the HKCRA Secretariat.

All records, minutes and documentation shall be securely retained in accordance with HKCRA record-keeping policies.

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12. Access to Information and Advice

The Committee may request relevant information from the Secretariat necessary to discharge its duties.

The Committee may consult, through appropriate channels, with relevant officials, organisers, technical personnel or other appropriate persons on matters within its remit.

Where specialist external advice is required, prior Board approval shall be obtained.

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13. Review of Terms of Reference

These Terms of Reference shall be reviewed every two years by the Committee, and any proposed amendments submitted to the Board for approval.

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14. Adoption

Approved by the Board of Directors of the Hong Kong, China Rowing Association on:

Date: 23 April 2026

Chairman: