



 運動友善計劃  
Sport-Friendly Action

# SPORT-FRIENDLY ACTION



FOR BODY, MIND, SPIRIT 躍動·身心靈

 香港中華基督教  
青年會



## 參與章則 Terms and Conditions

### 背景

19世紀末，美國青年會Dr. James Naismith及William G. Morgan先後發明了籃球及排球這兩項普及運動，讓運動風氣席捲全球，甚至成為奧運會競技項目。香港中華基督教青年會(YMCA)作為全球基督教青年會運動的一員，自1901年成立至今，同樣不遺餘力推展康體事工，包括自1950年成為香港業餘體育協會暨奧林匹克委員會創會成員；近年更與時並進，先後引入手綿球及健步足球等新興運動項目，祈能藉此促進公眾之身、心、靈健康發展。

### Background

Basketball and volleyball, two of the most popular sports in the world, were both invented at the end of the 19th century, by Dr. James Naismith and William G. Morgan from YMCA of the USA respectively. Both games became established on the global stage comparatively quickly, and both were eventually included in the pinnacle of the sporting world: the Olympic Games.

Since our establishment in 1901, Chinese YMCA of Hong Kong has never stopped promoting sports and recreation initiatives. A member of the World Alliance of YMCAs, the Association is the founding member of the Amateur Sports Federation and Olympic Committee of Hong Kong, established in 1950. Keeping pace with the times, in recent years the Association has introduced a number of exciting emerging sports like Taspony and Walking Football to promote the wellbeing of body, mind and spirit for all.

### 簡介

員工作為企業/機構/院校的重要資源，他們的身心健康與生產力成正比，而運動則是有效提升員工身心健康的方法。因此，本會期望透過推展「運動友善計劃」，促進企業/機構/院校透過推行不同設施，鼓勵員工多做運動，以提高企業/機構/院校的產能效益，實現關顧員工的責任，建立企業/機構/院校具活力的正面形象，達致員工與公司雙贏的局面。

### Introduction

Employees are an enormously important resource for enterprises, organisations and institutions – with their physical and mental well-being directly tied to both their performance and the success of the organisation's overall mission. With exercise being an effective way to improve the health of each and every employee, the Association is pleased to introduce our “Sport-Friendly Action” which aims to create healthy workplaces across Hong Kong. Our objective is to encourage enterprises / organisations / institutions of all shapes and sizes to offer on-site exercise facilities in the workplace, allowing these entities to fulfil their corporate responsibilities, build a positive image and create a win-win situation for the organisation and its employees.

### 目的

鼓勵企業/機構/院校推行運動友善政策及措施，期望提升員工做運動的動機，並達致：

- ▼ 培養員工做運動的習慣，以提升其健康質素，減少患病機會，並提升工作效能
- ▼ 彰顯企業/機構/院校關懷員工健康，推廣運動友善的形象，實踐企業社會責任
- ▼ 促進員工在身、心、靈方面的健康發展

### Objectives

Encourage enterprises / organisations / institutions to implement sport-friendly policies and measures in order to:

- ▼ Motivate employees to exercise more; help employees develop regular exercise habits to improve their health, reduce their risk of illness and boost their work efficiency;
- ▼ Highlight how these entities care for their employees to promote a positive corporate image and implement programs of corporate social responsibility;
- ▼ Promote the wellbeing of body, mind and spirit in a workplace.

### 申請資格

如企業/機構/院校符合其中最少三項指標，經本會評估及核實後，將獲頒發「運動友善計劃」標誌。所有具商業登記的企業、具團體註冊的機構、各專上院校、學校、政府部門及公營機構，均可參與。

### Eligibility

All enterprises / organisations / institutions are required to meet at least three of the assessment criteria listed below. After evaluation, verification and approval by the Association, a Sport-Friendly Action decal will then be awarded. All businesses with a valid business registration, organisations with a valid group registration, as well as tertiary institutions, schools, government departments and public organisations are welcome to apply.

### 標誌

#### Decal





## 評審範疇 Assessment Criteria

# 1

### 與工作相關的運動友善政策及措施 Work-related sport-friendly policies and measures

讓員工能夠妥善運用時間進行適當運動，以提升健康質素，例如提供運動假期、舉行員工運動日等。

To enable staff using their time wisely for proper exercise, in order to enhance their health quality, e.g. providing sports holidays, organising sports days, etc.

# 2

### 對員工參與運動的支援及獎勵 Support and reward for employees' participation in sports

提供方便員工參與運動的設施，例如更衣室、淋浴設施等；以及透過各項補貼措施支援員工參與運動，例如現金津貼、運動賽事門券、租用場地優惠等。

To provide workplace exercise facilities, e.g. changing rooms, showers, etc., and to offer wellness reimbursements or fitness subsidies, e.g. cash allowances, sports tickets, venue rental discounts, etc.

# 3

### 對運動項目的支持 Support for sport items

推廣普及運動，支持運動團體的運作，例如舉辦與運動相關賽事、資助外間運動團體等；以及參與推廣新興運動項目，例如板球、手綿球、平衡車、飛盤等。

To promote universal sports and support the operation of sports organisations, e.g. hosting sports-related competitions, sponsoring external sports groups, etc.; and promoting emerging sport items, such as cricket, Taspony, Balance Bike, and Frisbee.

## 參與須知

- ▼ 參與企業/機構/院校須確保於參加表格中提交的資料真確無訛。
- ▼ 參與企業/機構/院校須應本會要求，於有需要時提交補充資料，以供核實。
- ▼ 參與企業/機構/院校須於評審過程中，向本會提供所需協助。
- ▼ 參與企業/機構/院校所提供的資料，將由本會用作有關是次申請的通訊及推廣用途。
- ▼ 如參與企業/機構/院校成功獲頒標誌，須積極參與「運動友善計劃」的宣傳及推廣活動，並分享相關措施及例子。
- ▼ 獲頒標誌企業/機構/院校可於確認得獎當天起計一年內使用標誌。
- ▼ 獲頒標誌企業/機構/院校於各項廣告及宣傳品展示標誌並不代表企業/機構/院校的產品或服務已獲本會認可，而各項廣告及宣傳品必須合法、意識良好、真確及不含誹謗、歧視或侮辱他人的成分。
- ▼ 獲頒標誌企業/機構/院校須將使用標誌的產品、服務、宣傳品及廣告樣本，以電郵方式傳至sport-friendly@ymca.org.hk供本會審核及存檔。審核期將為不少於7個工作天，敬請預留時間作修改。經審核通過後，方能公開使用。
- ▼ 獲頒標誌企業/機構/院校於使用標誌時，必須在適當空間同時加上「香港中華基督教青年會—運動友善計劃」字眼。
- ▼ 本會可要求獲頒標誌企業/機構/院校終止或修改標誌的使用，如有任何爭議，本會保留最終並有約束力的決定權。

## Guidance Notes

- ▼ All enterprises / organisations / institutions must ensure that all information provided is true and correct.
- ▼ All enterprises / organisations / institutions will be required to submit additional information for verification upon request.
- ▼ All enterprises / organisations / institutions shall provide any assistance necessary to the Association during the review process.
- ▼ Information provided by all enterprises / organisations / institutions will be used for communication and promotional purposes.
- ▼ If an enterprise / organisation / institution is awarded a Sport-Friendly Action decal, they must actively participate in any relevant promotional activities and share their sport-friendly policies and measures with the public.
- ▼ All awarded enterprises / organisations / institutions are entitled to use the decal for one year which are effective by the awarded date.
- ▼ The display of the Sport-Friendly Action decal in any advertisements or promotional materials does not mean that the Association has given or will give its approval or accreditation to any products or services provided by the awarded enterprises / organisations / institutions. All advertisements and promotional materials must be legal, appropriate and authentic and should not include content that is defamatory, discriminatory or offensive.
- ▼ All awarded enterprises / organisations / institutions that receive the decal must submit any promotional materials that use the Sport-Friendly Action decal to the Association by email for review and retention in our archives. The review period is no less than seven days. The awarded enterprises / organisations / institutions may also be required to perform alterations or modifications to the submitted promotional materials, which may involve a longer time period. No advertisement shall be published without the prior approval of the Association.
- ▼ All awarded enterprises / organisations / institutions must include the words "Chinese YMCA of Hong Kong - Sport-Friendly Action" in any promotional materials on which the decal is used or displayed.
- ▼ The Association reserves the right, at its sole discretion, at any time, to modify the design of the decal or terminate its use altogether.

## 參加辦法

有興趣參與之企業/機構/院校須填妥參加表格，並於截止日期前將表格交回秘書處。

地址：九龍窩打老道23號行政樓5樓知識管理及策劃科（信封面請註明「『運動友善計劃』參加表格」）

電郵：sport-friendly@ymca.org.hk

傳真：2783 3328

## Registration Details

All interested enterprises / organisations / institutions must complete the application form and return it by post, fax or email to the Secretariat.

Address: Knowledge Management and Strategy Section, 5/F, Administration Building, 23 Waterloo Road, Kowloon

(Please also write "Sport-Friendly Action enrolment form" on the envelope)

Email: sport-friendly@ymca.org.hk

Fax: 2783 3328

## 查詢

如有任何查詢，歡迎致電2783 3380或電郵至sport-friendly@ymca.org.hk與秘書處聯絡。

辦公時間：星期一至五 上午九時至下午六時（公眾假期除外）

## Enquiries

To learn more about the Sport-Friendly Action, please contact the Secretariat by phone at 2783 3380 or by email at sport-friendly@ymca.org.hk

Office hours: 9am–6pm, Monday to Friday (except public holidays)

第一部份 參與企業/機構/院校資料 Part 1 Details of Enterprises / Organisations / Institutions

企業/機構/院校名稱 Name of enterprise / organisation / institution					
企業/機構/院校地址 Address of enterprise / organisation / institution					
在港僱員人數 Number of employees in Hong Kong			營運年期 Operating period		
企業/機構/院校官方網址 Official website					
商業登記號碼/團體註冊號碼 Business Registration Number / Group Registration Number			(請提供文件以茲證明) (please provide supplementary documents for verification)		
業務種類 (請選擇一項) Business sectors (please choose one)					
<input type="checkbox"/> 酒店業 Hospitality	<input type="checkbox"/> 旅遊業 Tourism	<input type="checkbox"/> 建造業 Construction	<input type="checkbox"/> 銀行業 Banking	<input type="checkbox"/> 金融業 Finance	<input type="checkbox"/> 保險業 Insurance
<input type="checkbox"/> 地產業 Real Estate	<input type="checkbox"/> 零售/批發 Retail / Wholesale	<input type="checkbox"/> 藝術設計 Art and Design	<input type="checkbox"/> 運輸物流 Transportation and Logistics	<input type="checkbox"/> 資訊科技 Information Technology	<input type="checkbox"/> 公營機構 Public Organisation
<input type="checkbox"/> 科技及研發 Technology Research and Development	<input type="checkbox"/> 電訊服務業 Telecommunications Services	<input type="checkbox"/> 學術教育 Academic and Education	<input type="checkbox"/> 出版及印刷 Publishing and Printing	<input type="checkbox"/> 醫療及保健 Medical and Healthcare	<input type="checkbox"/> 其他，請註明 Other (please specify) _____

第二部份 聯絡人資料 Part 2 Contact Information

聯絡人 Contact person	部門 Department
職位 Position	電郵 Email
電話 Telephone	傳真 Fax

第三部份 「運動友善計劃」指標 Part 3 Sport-Friendly Action Criteria

3.1 與工作相關的運動友善政策及措施 Work-related sport-friendly policies and measures

指標 1 企業/機構/院校在過往一年間，有沒有舉辦與運動及員工健康相關的項目？ Criterion 1 Has your enterprise / organisation / institution organized any sports-related and health-related events for your employees in the past year? (例如：運動課程、運動比賽、員工健康檢查、健康講座等) (e.g. exercise classes, sports competitions, health checks, health talks, etc.) <input type="checkbox"/> 有，請註明類別 Yes, please indicate the category _____ <input type="checkbox"/> 沒有 No
指標 2 企業/機構/院校有沒有從以下途徑發放與運動及員工健康相關的信息？ Criterion 2 Does your enterprise / organisation / institution publish any information related to sports and employee well-being on the following channels? (例如：內聯網、官方網站、員工通訊、社交網頁、出版刊物、告示欄等) (e.g. intranet, official website, newsletter, social media pages, other publications, bulletin board, etc.) <input type="checkbox"/> 有，請提供相關證明 Yes, please provide relevant proof _____ <input type="checkbox"/> 沒有 No
指標 3 企業/機構/院校有沒有有一些具體的政策鼓勵員工參與運動？ Criterion 3 Does your enterprise / organisation / institution have any specific policies that encourage employees to participate in sports? (例如：提供運動假期、彈性工時、舉行員工運動日等) (e.g. providing sports holidays, flexible working hours, organising sports days, etc.) <input type="checkbox"/> 有，請提供相關證明 Yes, please provide relevant proof _____ <input type="checkbox"/> 沒有 No

指標 4 企業/機構/院校有沒有設立專責處理及籌劃員工運動參與的單位？ Criterion 4 Does your enterprise / organisation / institution have a dedicated unit which plans and organises sport-friendly events for your employees? <input type="checkbox"/> 有，請註明 Yes, please specify _____ <input type="checkbox"/> 沒有 No
指標 5 企業/機構/院校有沒有就員工運動參與數字作出統計？ Criterion 5 Does your enterprise / organisation / institution collect statistics on the number of employees' participation in sports? <input type="checkbox"/> 有，每年佔員工比例 Yes, employees' participation ratio per year _____ % <input type="checkbox"/> 沒有 No

3.2 對員工參與運動的支援及獎勵 Support and reward for employees' participation in sports

指標 6 企業/機構/院校有沒有提供方便員工參與運動的設施？ Criterion 6 Does your enterprise / organisation / institution provide any workplace exercise facilities? (例如：員工更衣室、淋浴設施、健身設施、運動場地、員工康樂中心等) (e.g. changing rooms, showers, fitness facilities, sports venues, recreation centres, etc.) <input type="checkbox"/> 有，請註明內容 Yes, please specify _____ <input type="checkbox"/> 沒有 No
指標 7 企業/機構/院校有沒有透過各項補貼措施，以支援員工參與運動？ Criterion 7 Does your enterprise / organisation / institution offer any wellness reimbursements or fitness subsidies to your employees? (例如現金津貼、課程折扣優惠、運動賽事門券、租用場地優惠等) (e.g. cash allowances, course discounts, sports tickets, venue rental discounts, etc.) <input type="checkbox"/> 有，請註明內容 Yes, please specify _____ <input type="checkbox"/> 沒有 No
指標 8 企業/機構/院校有沒有員工以企業/機構/院校名義組隊參與外間運動比賽？ Criterion 8 Does your enterprise / organisation / institution participate in any public sports competitions as a team? <input type="checkbox"/> 有，請註明項目 Yes, please specify _____ <input type="checkbox"/> 沒有 No

3.3 對運動項目的支持 Support for sport items

指標 9 企業/機構/院校有沒有舉辦過與運動相關項目或賽事？（包括主辦、合辦及協辦） Criterion 9 Has your enterprise / organisation / institution hosted any sports-related events or competitions? (As a host, joint-host or co-host) <input type="checkbox"/> 有，請提供項目名稱 Yes, please specify the events or competitions _____ <input type="checkbox"/> 沒有 No
指標 10 企業/機構/院校有沒有以任何形式捐贈或贊助外間運動團體/運動項目/運動賽事？ Criterion 10 Has your enterprise / organisation / institution subsidized or sponsored any external sports groups, events or competitions in any form? <input type="checkbox"/> 有，請提供相關項目/團體名稱 Yes, please provide the relevant groups or events _____ <input type="checkbox"/> 沒有 No
指標 11 企業/機構/院校有沒有參與或推廣新興運動？ Criterion 11 Has your enterprise / organisation / institution participated in or promoted any emerging sports? (例如：泰拳、瑜伽、手綿球、普拉提健身、飛盤、平衡車等) (e.g. Thai Boxing, Yoga, Taspony, Pilates, Frisbee, Balance Bike, etc.) <input type="checkbox"/> 有，請註明運動種類 Yes, please specify which sports _____ <input type="checkbox"/> 沒有 No

註：參與企業/機構/院校可就每項指標提交補充，補充資料形式不限，歡迎以電郵、傳真、郵寄等形式提交至本計劃秘書處。  
Note: All enterprises/ organisations/ institutions are welcome to provide supplementary information for each section in any form. Information can be submitted to the Secretariat by email, fax or mail.

負責人/獲授權人姓名 Name of signatory	機構蓋章 Organisation chop
負責人/獲授權人職位 Position of signatory	負責人/獲授權人部門 Department of signatory
負責人/獲授權人簽署 Authorized signature	日期 Date

收集個人資料聲明  
香港中華基督教青年會（下稱「本會」）會遵守及履行個人資料（私隱）條例之規定，並確保你的個人資料的準確性及安全性。你的個人資料（包括你的姓名、電郵地址）或會被本會透過電話/郵寄/電子郵件，用作聯絡通訊、籌款、推廣活動、研究調查及其他通訊及推廣之用途。若你希望停止接收本會上上述各項資訊，請將中英文全名、會員證號碼及電話號碼，電郵予本會知識管理及策劃科(kms@ymca.org.hk)以安排相關刪除手續。如有查詢，請致電2783 3329與本會聯絡。  
Personal Information Collection Statement  
Chinese YMCA of Hong Kong undertakes to comply with the requirements of the Hong Kong Personal Data (Privacy) Ordinance and works to ensure that all personal data you are given is kept accurate and secure. Your personal information (including your name and email address) may be used by Chinese YMCA of Hong Kong for the purposes of sending you organisational updates, fundraising appeals, event invitations, surveys, and other communications and marketing materials via telephone, post or electronic mail. If you do not wish to receive any communications from us, please email your full Chinese and English names, together with your membership number and telephone number to our Knowledge Management and Strategy Section at (kms@ymca.org.hk), and your information will be deleted accordingly. For any enquiries, please contact us at 2783 3329.