

CODE OF CONDUCT FOR THE KARATEDO FEDERATION OF HONG KONG, CHINA LIMITED

PREAMBLE

The Karatedo Federation of Hong Kong, China Limited (the “Federation”) is fully committed to the principle of honesty, integrity and fair play in the conduct of its business, including selection of athletes for competitions, management of coaches and referees, administration of membership and general administration such as procurement and staff administration. To promote karate as a dignified sport and as a martial art, and to uphold public trust, it is important for all members of the Federation to behave in a co-operative, just and impartial manner so that the Federation’s reputation will not be tarnished by dishonesty, impropriety or unsportsmanship. To this end, this Code of Conduct sets out the standard of behavior expected of all members¹ of the Federation.

This code of conduct was approved by the General Committee (“GC”) of the Federation on **9-July-2019**. The GC of the Federation has the authority to refine and amend this code of conduct to suit changes in circumstances.

CONFLICT OF INTEREST

1. A possible conflict of interest is any situation in which the opinion or decision of a person, acting alone or within an organisation, may be reasonably considered as liable to be influenced by relations that the aforementioned person has or is on the point of having with one or more natural or legal persons that would be affected by his/her judgement or decision.
2. The Referee, Judges and Coach of a Selection performance must not have the same organization or be from the same family relation of either of the participants.

¹ The members of KFHKCL had been defined in the Memorandum and Article of Association (“M&A”) of KFHKCL.

- a.) *“organisation” is defined as the organisation registered in Hong Kong under the Societies Ordinance (Cap.151), Laws of Hong Kong, not a karate style headed by a grandmaster (past or present, local or overseas);*
- b.) *an official will not be debarred from acting as such because he/she belongs to the same organisation as any member of the General Committee.*

3. Conflicts of interest are prohibited. Any person in a situation where a possible conflict of interests exists must avoid and declare.
4. Relevant persons, including but not limited to the following, scenarios are required to complete the Declaration of Conflict of Interests form:
- All the referees and judges participating in the selection of athletes for overseas tournaments.
 - All members of selection committee for handling the self-funded competition applications.
 - All members of the appeals panel for selection of athletes for overseas tournaments.
 - All members of handling a complaint which is mentioned in Complaints Policy.
 - All members of selection committee for the selection of the Best Karate athletes.

GENERAL COMMITTEE:

All General Committee (“GC”) members shall:

- Dedicate themselves whole-heartedly to the promotion of Karate;
- Maintain honesty, integrity, impartiality and transparency in managing the Federation.
- Respectfully hear concerns, ideas, suggestions from members and other stakeholders.
- Make decisions for action or inaction in the best interest of the Federation and its members.

- Support decisions made by the Federation and the General Committee and conduct themselves as a unified body.
- Avoid and declare any actual or perceived conflict of interest in related decision making.²
- Not to use their official position or any privileged information made available to them in the course of their duties to benefit themselves, or render favour to their relations or any other persons with whom they have personal or social ties.
- Not engage in activities which jeopardise the general interest of the Federation or bring the Federation and/or Karate into disrepute.

COACHES:

ALL coaches shall:

- Provide a positive role model for the athletes.
- Demonstrate good sportsmanship and the Karate spirit
- Master the rules of Karate, and earn coach accreditations.
- Show respect towards the athletes, senseis, referees and other coaches.
- Provide necessary guidance and equipment at games and practices.
- Treat all athletes fairly.
- Remove verbal and physical abuse from the game.
- Design and conduct training programmes to suit the age, experience, ability and fitness level of the athletes.
- Be prepared to deal with injuries in a timely manner.
- Above all else, maintain the safety and well-being of the athletes.

² A standard form for the declaration of conflict of interest is at Appendix A & Appendix B

- Avoid and declare any actual or perceived conflict of interest in related decision making.²
- Not engage in activities which jeopardise the general interest of the Federation or bring the Federation and/or Karate into disrepute.

REFEREES:

All referees shall:

- Avoid conflict of interest in conducting refereeing.
- Master and update themselves of refereeing rules, and earn referee accreditation.
- Exercise honesty, integrity and impartiality in refereeing.
- Show respect towards the athletes, senseis, coaches and other referees.
- Avoid and declare any actual or perceived conflict of interest in related decision making.²
- Not engage in activities which jeopardise the general interest of the Federation or bring the Federation and/or Karate into disrepute.

ATHLETES

All athletes participating in Karate shall:

- Demonstrate good sportsmanship.
- Play by the rules of the game and in a spirit of fair play, honesty and self-control.
- Show respect towards senseis, coaches, referees, other athletes, and spectators.

- Give 100% effort at practice, and during competitions.
- Not partake in illegal drug use.
- Not engage in activities which jeopardise the general interest of the Federation or bring the Federation and/or Karate into disrepute.

ENFORCEMENT

All members (Include the members of GC) of the Federation shall abide by this Code of Conduct at all times. Inappropriate behavior that is determined to violate this Code of Conduct shall result in disciplinary action by the General Committee.

DISCIPLINARY ACTION

The steps for disciplinary action

- a. Verbal warning for careless mistake without intention.
- b. Written warning and/or dismiss of any official occupation for Serious Mistake with intention
- c. For unacceptable Mistake harms the prestige and honor of Karatedo Federation, the suspension of membership and expulsion from the Federation can be executed in accordance with Article 7(c) of the Articles of Association of the Federation and/or take legal actions.
- d. If any criminal activity is identified, the Federation will report it to Hong Kong police or other law enforcement agencies as appropriate to follow up.

The Karatedo Federation of Hong Kong, China Limited

Declaration of Conflict of Interest

Part A – Declaration *(To be completed by Declaring Member)*

To: *Chairman/Director* of the General Committee/_____ Council**

I would like to report the following existing/potential* conflict of interest situation in relation to the discussion item: -

i) Matter to be discussed/ involved
ii) Brief description of my connection with the matter in (i) above

Name:

Date:

Part B – Acknowledgement *(To be completed by Chairman/Director*)*

To:

Acknowledgement of Declaration

The information contained in your declaration form of _____ is noted. It has been decided that: -

- You may continue to speak and vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may continue to speak but should not vote on the matter as described in Part A, provided that there is no change in the information declared above.
- You may remain in the meeting as an observer on the matter as described in Part A, provided that there is no change in the information declared above.
- You should withdraw from the meeting and immediately return to the secretary any documents regarding the matter sent to you earlier.
- You should refrain from performance or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- Others (please specify) : _____

Date:

Chairman / Director*

**Please delete as appropriate*

Appendix B

The Karatedo Federation of Hong Kong, China Limited Summary of handling possible Conflict of Interest scenarios

Post	Serving Elected Committee members of related Dojos at discussion session		Serving Honorary post holders of related Dojos at discussion session		Current/ Potential Sponsors or services providers of related Dojos at discussion session	
	Action to be taken	Rationale	Action to be taken	Rationale	Action to be	Rationale
All members of General Committee / Sub-Committee	<u>Should</u> withdraw from the meeting	To demonstrate impartiality	-May speak in the capacity of GC/ Sub-committee representative only - <u>Not</u> allowed to vote	- Honorary posts of Federation carry no administrative power - Being offered opportunities to clear doubts in the capacity of GC/ Sub-committee representative if deemed necessary	<u>Should</u> withdraw from the meeting	- To avoid conflict of interest between individual's personal interest and GC/ Sub-committee interest - <u>Not</u> allowed to gain access to the privileged information at the meeting
Remarks	Note 1, 3 & 4	/	Note 2, 3 & 4	/	Note 3 & 4	/

Appendix B

Post	Serving Elected Judges/ Referees of related Organizations/Dojos at Selection Panel		Serving Elected Judges/ Referees of related Organizations/Dojos at Tournament	
	Action to be taken	Rationale	Action to be taken	Rationale
All Judges / Referees	<u>Should</u> withdraw from the panel of that selection	- To avoid conflict of interest between the organization interest and individual's judge/referee interest - To demonstrate impartiality	<u>Should</u> withdraw from the panel of that category	- To avoid conflict of interest between the organization interest and individual's judge/referee interest - To demonstrate impartiality
Remarks	Note 5	/	Note 5	/

Appendix B

1. In case the committees (General Committee / Sub-Committee) may occasionally have to discuss issues involving the interests of a number of Dojo Members, especially interests in relation to competition among several Dojos (e.g. allocation of limited resources, selection / nomination of sports to take part in an international event, and if a committee Chairman / Vice Chairman / member who is an office bearer of an interested Dojo is allowed to chair or speak at the meeting while other interested Dojos are not represented), the committee should invite all concerned parties to attend the meeting for that particular agenda item or to make their submissions before the meeting to the committee for consideration as appropriate.
2. Cautions should be taken for guarding against the possibility that a committee Vice-Chairman/member changes his post in the Committee in order to retain his speaking right for particular purposes.
3. In the event that committee Chairman/Vice-Chairman/members declare at meetings conflict of interest other than those mentioned in the Summary, the committee should decide whether the committee Chairman/Vice-Chairman/member concerned should be allowed to continue joining the meeting. All deliberation, justifications for the decisions made and follow-up actions (e.g. stop circulating the meeting papers to the committee Chairman/Vice-Chairman/member concerned) must be properly documented.
4. Significant conflict of interest issues should be brought to the General Committee's attention to review if the sub-committee's decision is appropriate and where necessary set out further instruction for compliance.
5. "Organisation" is defined as the organisation registered in Hong Kong under the Societies Ordinance (Cap.151), Laws of Hong Kong. It is also mentioned in Selection Policy of KFHKCL.