

THE KARATEDO FEDERATION OF HONG KONG, CHINA LIMITED

CODE OF CONDUCT

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.

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 Referees, Judges and Coaches of a selection performance must not belong to the same organization or be from the same family relation of either of the participants.
 - (a) “organisation” is defined as the organisation registered in Hong Kong Special Administrative Region under the Societies Ordinance (Cap.151), Laws of Hong Kong Special Administrative Region, 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 of the Federation.
3. Conflicts of interest are prohibited. Any person in a situation where a possible conflict of interests exists must avoid and declare.

¹ Types of members of the Federation are defined in the Articles of Association of the Federation.

General Committee

All members of the General Committee (“GC”) of the Federation 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 GC 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; and
- 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;

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

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

Enforcement and Disciplinary Action

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 be in violation of this Code of Conduct shall result in disciplinary action by the GC.

The following disciplinary actions will be taken against the person who has breached this Code of Conduct:

- For minor misconduct without intention, verbal warning will be given
- For misconduct with intention, written warning will be issued and/or dismissal of any official occupation may be imposed
- For serious misconduct that harms the prestige and honor of the Federation, suspension of membership and/or expulsion from the Federation will be imposed executed in accordance with Article 7(c) of the Articles of Association of the Federation. Legal actions may also be taken by the Federation.

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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
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.
- Others (please specify) : _____

Date:

Chairman / Director*

**Please delete as appropriate*

