CODE OF CONDUCT AND PRACTICE FOR COACHES

Last updated on 14 September 2026

This Code of Conduct sets out the basic standard of conduct expected of all coaches under the Kendo Association of Hong Kong, China Limited (HKKA).

1. Introduction

1.1 All coaches are automatically bound by and required to comply with all rules written under this Code of Conduct and Practice. Accordingly, they are deemed to have agreed that it is their personal responsibility to familiarize and comply with all the requirements written, in particular, what behaviours constitutes as contraventions/offences under the Code.

1.2 Failure to comply with the Code may result in disciplinary action, including suspension or termination from the HKKA. For disciplinary actions relating to misconduct, please refer to ***Appendix 1 Misconduct and Disciplinary Actions***.

1.3 This Code should be read together with, and is subject to, the HKKA Guidelines and Procedures on Handling of Complaints and Appeal.

2. Fundamentals

2.1 Coach should:

a) Exercise his/her discretion, position, and power in a way that best demonstrates respect, fairness and integrity for all individuals, regardless of their race, gender, religion, or sexual orientation, in particular, when:

- Screening and selecting athletes for the competition in concern;
- Training;
- Distributing roles and positions; and
- Nominating athletes for awards and subventions.

b) Maintain professionalism and refrain from using abusive, threatening, and/or disrespectful language and/or behaviour towards anyone. Any form of discrimination, harassment, or bullying will not be tolerated. He/she is expected to lead by example and demonstrate the spirit of integrity and professionalism among the athletes;

c) Take responsibility of his/her own actions and behaviour, both on and off the field. This includes avoiding behaviour that could bring himself/herself, the team, and/or the HKKA, into disrepute;

d) Promote a culture of teamwork and cooperation among the athletes and ensure that the athletes attend all team meetings and practices as far as practicable, and that they give their best effort in competition;

e) Upskill himself/herself with the latest coaching techniques and seek continual improvement;

f) Always prioritize safety and commit to creating a safe and respectful environment for the athletes and those involved. He/she should be completely confident in preventing safety hazard in the practice and match field. He/she should take reasonable steps to minimize harm where it is foreseeable and unavoidable. He/she should also educate the athletes on using proper equipment, reporting any injuries, and following safety protocols;

g) Provide services only within the boundaries of his/her competence, based on his/her qualification, training, and appropriate professional experience;

h) Not overtrain the athletes and commit to promote their enthusiasm towards sport. The level of training is expected to match the age and fitness level of the athletes;

i) Ensure that the athletes are dressed appropriately for all events;

j) Comply with coaches' guidance of the HKKA, and other applicable rules by other organizations such as the International Olympic Committee (IOC), World Anti-Doping Agency (WADA), and related world and/or regional sports federations;

k) Not involve in any type of competition manipulations, including but not limited to betting or corruption of sports competitions and use of inside information etc.;

l) Keep his/her reputation in good standing and refrain from any conduct that may harm the standing of the HKKA;

m) Pledge that there will be no incidents of interest. All conflicts of interest arisen should be reported to the HKKA;

n) Participate in education programs/seminars related to anti-corruption, anti-manipulation, anti-doping, use of social media, prevention of sexual harassment and child safeguarding, etc., arranged by the HKKA; and

o) Complete the Declaration of Compliance with the Code of Conduct and Practice for Coaches in Appendix 2 upon registration and renewal as a coach of the HKKA.

3. Provisions of Prevention of Bribery Ordinance

3.1 Under Section 9 of the Prevention of Bribery Ordinance (POBO, Cap. 201), an agent who solicits or accepts an advantage in relation to his/her principal's business or affairs without the principal's permission may commit an offence. The term "advantage" is defined in Section 2(1) of POBO and includes almost anything of value, except entertainment, such as money, gift, commission, loan, fee, reward, office, employment, contract, service or favour as detailed at ***Appendix 3***.

3.2 In this connection, any coach commits an offence if he/she, without the permission of HKKA, solicits or accepts any advantage as a reward or inducement for doing any act or showing favour in relation to the HKKA's business.

4. Acceptance of Advantages

4.1 Coaches are prohibited from soliciting any advantage from any persons or companies having business dealings with the HKKA (e.g., suppliers, contractors and members, etc.). Coaches who wish to accept any advantage from such persons should, depending on the circumstances of the case, seek special permission from the designated approving authority of the HKKA.

4.2 <u>Gifts/Souvenirs presented to coaches in official capacity</u>

a) Any gifts/souvenirs offered voluntarily to coaches in their official capacity are regarded as gifts/souvenirs to the HKKA. The HKKA should decline the offer if the acceptance would affect the coaches' objectivity in conducting the HKKA's business, induce them to act against the interest of the HKKA, or lead to perception or complaints of bias or impropriety;

b) Coaches should follow the procedures set up in ***Appendix 4A*** for the disposal of gifts/souvenirs presented to them in their official capacity and, depending on the circumstances, report the matter to the designated approving authority of the HKKA and seek instruction by using the form in ***Appendix 4B***; and

c) Proper records of these applications should be kept by the Secretariat showing the name of the applicant, the occasion of the offer, the nature and estimated value of the gift/souvenir, and whether permission has been granted for the applicant to retain the gift/souvenir or other directions have been given to the disposal of the gift/souvenir.

4.3 Sponsorships offered to coaches in official capacity

a) Coaches may be offered sponsorships in their official capacity by persons/organizations for official purposes such as attending local/overseas conferences, conventions and product trial activities, etc. Such sponsorships should be regarded as sponsorships offered to the HKKA and referred to the designated approving authority for consideration of acceptance, except for those offered by sports governing bodies (e.g., International Olympic Committee, Olympic Council of Asia, etc.) to the HKKA for attending coach meetings/programs.

b) The designated approving authority should consider whether the acceptance of the sponsorship will benefit the HKKA as a whole and not bring the HKKA into any disrepute, whether the HKKA will feel obliged to do something in return for the offeror, and whether the acceptance will give rise to any actual or perceived conflict of interest (e.g., the offeror is a supplier/contractor bidding for the HKKA's contract). If decision is made to accept the sponsorship, the HKKA should then select a suitable coach to attend the sponsored activity.

4.4 Advantages offered to coaches in private capacity

a) Where a coach is offered an advantage in his/her private capacity, he/she may accept it if the acceptance will not affect the performance of his/her duties as a coach; and he/she will not feel obliged to do something in return in connection with the HKKA's business for the offeror. If a coach feels that he/she would be obliged to reciprocate an advantage by returning to the offeror a favour connected with any business of the HKKA, he/she should decline the offer.

b) When a coach is in doubt as to whether he/she should accept an offer of advantage, it is advisable for him/her to apply the "sunshine test"[1] and consult the designated approving authority for advice and instruction.

5. Acceptance of Entertainment

5.1 As defined in Section 2 of POBO, "entertainment" refers to food or drink provided for immediate consumption on the occasion, and any other entertainment provided at the same time. Although entertainment is an acceptable form of business and social behaviour and is not an "advantage", coaches should not accept lavish or frequent entertainment from persons/organizations with whom the HKKA has official dealings (e.g., suppliers or contractors, clubs/persons to which the HKKA may allocate resources or job assignments), to avoid placing themselves in a position of obligation

[1] In the sunshine test, the person concerned should ask himself/herself if he/she would be happy to openly discuss with the general public what he/she is doing. If he feels uncomfortable about that, what he/she is doing is probably conflicting with the ethical standard generally expected by society.

to the offeror.

6. Offer of Advantage

6.1 Coaches are prohibited from offering advantages to any director, or staff of any company or organization, for the purpose of influencing such person or company in any dealings, or any public official, whether directly or indirectly through a third party, when conducting the business of the HKKA.

6.2 Relevant provisions of POBO including the offences of solicitation, acceptance and offering of advantages are at ***Appendix 5***.

7. Professionalism

7.1 Coach should:

a) Demonstrate a solid understanding of the rules and their applications;

b) Make decisions with consistency and professionalism in all aspects during trainings and events;

c) Ensure that sportsmanship is well maintained throughout all events;

d) Respect the rights, dignity and worth of all participants regardless of their gender, ethnic origin or religion and treat all participants as they would like to be treated without bias; and

e) Dress up properly and professionally throughout trainings and events.

8. Providing Coaching Services (Code of Practice when Coaching)

8.1 Coach should:

a) Maintain a high standard in the use of proper language, manner and presentation during coaching. He/she is encouraged to actively collect feedback from the

participants after the coaching/training courses and consider the suggestions carefully;

b) Never smoke or drink alcohol while coaching. He/she should also forbid participants to smoke, drink alcohol, speak foul language and other misconduct during coaching/training courses;

c) Always attend the coaching/training course on time. He/she should not be absent, arrive late or leave early without proper authorization or a valid reason;

d) Not cancel or change the coaching/training courses without permission from the HKKA unless in exceptional circumstances;

e) Not develop any inappropriate relationship with the participants;

f) Avoid unnecessary physical contact with participants/athletes unless to assist in their skill development, for safety and medical reasons. Such physical contacts should be kept to a minimum;

g) Not involve in introducing or recruiting participants to join in any private coaching or activities or merchandise promotion;

h) Not solicit or accept any benefits (including money, gifts or discounts) from participants;

i) Keep vigilant on his/her personal, financial, social, institutional, political and other status to avoid any undue influence on others; and

j) Consult and/or report to the Senior Sports Executive of the Secretariat when he/she suspects or discovers any unprofessional behaviours of other coaches acting against the Code of Conduct and Practice for Coaches.

8.2 If he/she cannot attend the coaching/training courses:

a) For personal reasons, he/she should notify the HKKA as soon as possible and seek approval. Absence without prior notification or justifiable reason will be treated as misconduct and the HKKA has the right to recover all related damages. For disciplinary actions relating to misconduct, please refer to ***Appendix 1 Misconduct and Disciplinary Actions***;

b) For illnesses or physical problems, he/she should notify the HKKA immediately and submit the doctor's certificate within a specified number of days after the sick leave. If not, it will be treated as misconduct and the HKKA has the right to recover all related damages. For disciplinary actions relating to misconduct, please refer to ***Appendix 1 Misconduct and Disciplinary Actions***; and

c) The HKKA should arrange another coach to substitute the coaching/training courses where appropriate.

8.3 Before the start of the coaching/training courses, coach should:

a) Plan the coaching/training courses to ensure that the courses are progressive and appropriate that meet the needs of the participants;

b) Make sure his/her first aid certificate is valid. If necessary, he/she may prepare a first aid kit; and

c) Check and ensure all training equipment is in good condition to ensure a safe training environment.

8.4 During the coaching/training courses, coach should:

a) Not leave without proper authorization or a valid reason;

b) Avoid excessive use of smartphone or other electronic device except for emergency;

c) Remind participants not to carry expensive personal belongings to the venue. If the participants carry expensive personal belongings, he/she should remind the participants to keep them in a safe place;

d) Check the attendance of the participants and sign on the attendance form. He/she shall not sign the attendance record on behalf of the participants;

e) Not allow unregistered persons to participate in the coaching/training courses;

f) Be aware of the physical condition of the participants especially that of children and teenagers to ensure the training loads and intensities are appropriate;

g) Be aware of the progress of participants and maintain a proper record;

h) Maintain the discipline of the courses and remind participants to accord safety at the highest priority;

i) Explain the evaluation methods of any progression opportunities to the participants to avoid any misunderstanding. He/she should assess participants in an open, fair and impartial manner. The assessment results should be supported by adequate and valid justifications. He/she should not divulge the results in private; and

j) Contact their parents/guardians/family members and the venue staff immediately to seek assistance and make appropriate arrangements if there are any unexpected incidents including injuries/accidents of participants. He/she should also submit an incident report to the HKKA as soon as possible after the occurrence of the incident for proper record keeping.

8.5 After the coaching/training courses, coach should:

a) Submit application form with class attendance sheet for applying the coaching fee; and

b) Try to contact the absentees or their guardians to find out the reasons and report to the HKKA as soon as practicable.

8.6 For the personal data of participants, coach should:

a) Collect, record and confirm the contact information of participants including their guardians for children under 18 in the first coaching/training course. He/she should ensure personal information is handled in accordance with provisions of Personal Data (Privacy) Ordinance;

b) Only use the personal data of participants provided by the HKKA for the purpose of coaching/training courses and other authorized events by the HKKA;

c) Report to the Senior Sports Executive of the Secretariat immediately if there is any leaking or suspicious leaking of the personal data of participants; and

d) Delete the contact information of participants from his/her personal devices, if any, upon the completion of the course and also return all records of personal data to the HKKA.

e) This section should be read together with the HKKA Guidelines and Procedures on Personal Data Privacy Protection and the HKKA Guidelines and Procedures on Information Security.

8.7 Coach should follow the stipulations laid down by the HKKA for inclement weather. In addition, coach should:

a) Contact the HKKA two hours before the start of courses and check whether the course continues:

- Notify the participants if the HKKA confirm the cancellation of course; and
- Notify the participants and arrive the venue on time if the HKKA confirm the continuation of course.

b) Contact the HKKA and report the weather conditions to confirm whether the course should continue if the course has already started:

- Notify the participants and assist them to leave safely if the HKKA confirm the cancellation of course. He/she should leave the venue after all participants have left safely; and
- Continue the course and pay attention to any changes of weather condition if the HKKA confirm the continuation of course. If he/she considers necessary to cancel the courses, he/she should contact and report to the HKKA immediately.

9. Participation in Overseas and/or Local Competitions

9.1 Coach should:

a) Maintain good discipline, conduct, and behave properly as he/she is representing the image of Hong Kong, China and the HKKA;

b) Comply with the local and national laws where the overseas competition is placed. It will be personal liability for any violation, and the HKKA will not bear any cost regarding the matter;

c) Attend official functions such as opening, closing and award ceremonies, official dinners and receptions as arranged by the event organizer;

d) Keep all original copies of receipts for matters including but not limited to air ticket, boarding pass, accommodation, meal, supplements, and long-distance calls in case of reimbursement. Alcohol or any illicit substances will not be reimbursed. Credit/debit card slips will not be accepted unless it is supported by original receipts, in accordance with the conditions stipulated by the HKKA;

e) Help the athlete to lodge an appeal through his/her team manager in accordance with the competition rules in case of disputes on the judging and results of the competition; and

f) Agree that the HKKA reserves the right to remove his/her name from the list of coaches if a violation of the Code or any illegal or inappropriate behaviour has occurred. The HKKA may take any corrective action deemed appropriate including suspension or termination of a coach from the HKKA.

10. Anti Manipulation of Competition

10.1 Coach should:

a) Always train the athletes to play by the rules of the sport and to compete with integrity. He/she should not engage in any behaviour that undermines the fairness of the competition;

b) Report any suspicious behaviour related to manipulation (such as match-fixing, bribery, betting and use of inside information) to the HKKA and appropriate authorities. This includes any attempts to bribe or offer him/her any incentives to influence the outcome of a game or competition;

c) Cooperate with any investigations related to manipulation in sports and provide any information or evidence requested by the HKKA and the appropriate authorities;

d) Participate in education programs/seminars related to anti-manipulation in order to be better equipped for identifying and reporting any suspicious behaviour;

e) Take responsibility for his/her actions and do not engage in any behaviour that could compromise the integrity of the sport. He/she should refrain from any actions that could make he/she vulnerable to manipulation, such as gambling on sports events;

f) Not involve in any type of competition manipulations, including but not limited to betting, manipulation or corruption of sports competitions and use of inside information, etc.; and

g) Maintain confidentiality and not disclose any information related to any investigations on manipulation, unless required by law or authorized by the appropriate authorities.

11. Handling of Social Media

11.1 Coach should:

a) Use social media responsibly, and will be held personally liable for any commentary and/or material deemed to be defamatory, offensive or obscene;

b) Strictly refrain from sharing any possible source or hint of confidential information such as team strategies, financial information, or personal information of Executive Committee Members, Senate Members, Committee Members, staff, athletes, coaches and referees, etc.;

c) Not engage in cyberbullying, derogatory comments, harassment, offensive and discriminatory opinion about the HKKA, Executive Committee Members, Senate Members, Committee Members, staff, athletes, coaches or referees in social media; and

d) Be cautious when endorsing products or services on social media. He/she should disclose any financial or other interests he/she may have in the product or service and ensure that the endorsement does not incur any conflict of interest with the HKKA's policies or values.

e) This section should be read together with the HKKA Guidelines and Procedures on Handling of Social Media.

12. Prevention of Sexual Harassment, Bullying and Abuse

12.1 Coach should not engage in any forms of sexual harassment under any circumstances. Examples include unwanted physical contact, sexual advances, requests for sexual favours. The HKKA will not tolerate any comments or initiatives that are considered as sexual harassment under the HKKA's discretion.

12.2 The same zero-tolerance approach applies to bullying, intimidation, verbal abuse and any form of violence or physical abuse, including the application of force which is excessive, dangerous or intended to injure, humiliate or intimidate, or which otherwise goes beyond what is reasonably incidental to the proper teaching, practice and competition of kendo as a martial art, and to any abuse of a position of authority, seniority or trust against any other person. Nothing in this Code restricts physical contact, strikes or rigorous training conducted in good faith in accordance with the rules and etiquette of kendo, applicable safety standards and accepted instructional practice.

12.3 Ensure that no action could be misconstrued or experienced as inappropriate while physical contacts are sometimes necessary during the coaching process.

12.4 Coaches should avoid:

a) Misuse of authority of demanding sexual favours in return for access to resources, promotion, team selection, etc.; and

b) Hostile environment where unwelcome conduct of a sexual nature is prevalent.

12.5 Coach should:

a) Report to the Senior Sports Executive of the Secretariat immediately and show support to the victim if he/she notices or receives a report of any incidents of harassment;

b) Refrain from making any comments or engaging in any behaviour that can be considered sexually suggestive, intimidating, or offensive;

c) Commit to the act of preventing sexual harassment and any retaliation actions against any person who reports an incident of sexual harassment;

d) Not deny an athlete the right to participate in any event/competition based on the athlete having made, or being subject of, sexual harassment allegations;

e) Cooperate with investigation procedures when being requested by the HKKA. Investigation and disciplinary procedures are prioritized over competitions, matches, and any other events;

f) Attend education programs/seminars related to prevention of sexual harassment in order to be better equipped for identifying the actions considered as sexual harassment and understand the severe consequences; and

g) Commit in creating a safe and respectful environment for everyone involved.
h) This section should be read together with the HKKA Guidelines and Procedures on Prevention of Sexual Harassment, Bullying and Abuse.

13. Prevention of Discrimination and Other Forms of Harassment[2]

13.1 Coach should not make any comments and/or engage in actions that displays discrimination and are intimidating, offensive and coercing on the basis of age, gender, sexual orientation, religion, occupation, status, geographic location, income level, ethnicity and nationality.

13.2 Coach should understand the term discrimination and work against it. Discrimination is a legal term referring to treating a person less favour based on above mentioned factors. There are two types of discrimination:

a) Direct Discrimination occurs when someone is treated less favourably than another person because of a protected characteristic; and

b) Indirect Discrimination occurs when a condition or requirement, which is not justifiable, is applied to everyone but in practice adversely affects persons who possess the aforementioned protected characteristic.

13.3 Coach should:

[2] Other forms of harassment include but not limited to discriminatory harassment, physical harassment, cyberbullying, retaliation harassment, etc.

a) Commit to foster a culture of respect and accountability within the team or HKKA by promoting positive values and behaviours, such as teamwork, fairness, and empathy;

b) Not engage in any forms of harassment. Any actions and/or comments that seek to harm, intimidate, or coerce will be considered as harassments. Using obscene language and/or gesture is one of the examples;

c) Understand that there will be consequences to the action of discrimination and harassment. There will be investigation and disciplinary procedures when incidents are reported. The HKKA will require he/she to attend interviews and answer questions relevant to the incidents;

d) Be respectful towards Executive Committee Members, Senate Members, Committee Members, staff, athletes, other coaches and referees. He/she should be aware of the power dynamics and avoid using his/her position as a coach to exert power over others;

e) Report any incidents of other forms of harassment to the Senior Sports Executive of the Secretariat immediately to show support and exercise due diligence to ensure the well-being of the victim; and

f) Never engage in any form of sexually related conduct, including but not limited to sexual innuendo, inappropriate gestures and terms or even sexually related contact with any participant.

g) This section should be read together with the HKKA Guidelines and Procedures on Equal Opportunities.

14. Anti-doping

14.1 Coach should:

a) Educate the athletes on the importance of always complying with the anti-doping rules and regulations of World Anti-Doping Agency (WADA), Anti-Doping Organization of Hong Kong, China (ADOHK) and the HKKA, and the impact and consequence of doping;

b) Strictly prohibit the use of any performance enhancement substance, illicit drugs, illegal drugs, or any other substances that are listed as banned products in the local, national, and international sports competitions and associations, among the athletes;

c) Ensure himself/herself and the athletes participating in anti-doping education programs/seminars in order to better understand the risks and consequences of doping in sports and to be better equipped for making informed decisions with regard to athletes' own health and safety;

d) Report any suspicious behaviour related to doping by athletes to the Senior Sports Executive of the Secretariat and the appropriate authorities;

e) Cooperate with investigations when the HKKA commands with full honesty;

f) Maintain confidentiality and not disclose any information related to any anti-doping test or investigations on the athletes, unless required by law or authorized by the appropriate authorities;

g) Disclose any use of prescribed or over-the-counter medications, supplements, or treatments of the athletes to the HKKA and the appropriate authorities;

h) Take responsibility of his/her actions and not engage in any behaviour that could compromise the integrity of the sport. This includes refraining from any actions that help athletes to doping such as using supplements or medications without proper medical advice. Those who fail to comply with anti-doping rules may receive provision of punishment including sanctions; and

i) Actively scan the anti-doping list issued by the WADA or other relevant organizations and keep close monitoring on the athletes' medication history to avoid doping issues.

j) This section should be read together with the HKKA Guidelines and Procedures on Anti-Doping.

15. Child Safeguarding

15.1 Coach should:

a) Have a duty of care to safeguard all children (person below 18) during the coaching/training courses under the HKKA. Children with disabilities and others who may be particularly vulnerable must also be taken into account;

b) Take all reasonable steps to provide children with appropriate psychological and physical safety and protection which in the care of the HKKA;

c) Attend child safeguarding training programs/seminars arranged by the HKKA or other relevant bodies;

d) Be subject for screening of Sexual Conviction Record Check before coaching/training courses;

e) Report immediately to the Senior Sports Executive of the Secretariat when witnessed a suspicious behaviour which may harm children and provide support to any child who has been affected; and

f) Discuss with and inform parents/guardians on the requirements of the sport and potential impact of the training on the children before the training session.

g) This section should be read together with the HKKA Guidelines and Procedures on Child Safeguarding.

16. Conflict of Interest

16.1 "Private interest" includes both the financial and personal interests of the coaches and those of their connections including:

a) family members and other relations;

b) personal friends;

c) companies or business interests which they hold or own (both in part or in whole);

d) clubs and societies to which they belong; and

e) people to whom they owe a favour or are obligated in any way.

16.2 Declaration of Conflict of Interest

a) A conflict of interest situation arises when the "private interest" of a coach competes or conflicts with the interest of the HKKA or one's official duties. Coaches should avoid using their position or any information made available to them in the course of their duties to benefit themselves, their relatives or any other persons with whom they have personal or social ties, or business connections. They should avoid putting themselves in a position that may lead to an actual or perceived conflict of interest. Failure to avoid or declare such conflict of interest may give rise to criticism of favouritism, abuse of authority or even allegations of corruption;

b) In particular, coaches involved in the procurement process should declare conflict

of interest if they are closely related to, or have, or will likely be perceived to have, beneficial interest in any company which is considering submission of

quotation/tender to the HKKA or is being considered for selection as the HKKA's supplier of goods or services. ***Appendix 6*** provides some examples of conflict of interest scenarios which may be encountered and should be avoided by coaches; and

c) When called upon to deal with matters of the HKKA for which there is an actual or perceived conflict of interest, a written declaration should be made in ***Appendix 7*** in the first instance to the Secretary of Executive Committee/Department Head and to abstain from dealing with the matter in question, but to follow the instruction of the Secretary of Executive Committee/Department Head who may (or may not) re-assign the task to other coaches.

16.3 Coach should timely declare any existing or potential conflict of interest before:

a) Being appointed as a team coach; or

b) Being a member who will be involved in the decision-making process (e.g., involved in the athlete selection process).

16.4 When a conflict of interest situation arises, coaches should timely disclose any potential conflicts of interest and report it to the HKKA and refrain from participating any discussion or making decisions related to the declared matter.

Appendix 1

Misconduct and Disciplinary Actions

Level	**Examples of Misconduct**	**Disciplinary action**
Minor	Use of foul language, neglect of duty	Verbal Advice/Warning, Written Warning
Serious	Repeated absence without prior notification and/or reasonable justification	Suspension to participate in any sport-related activities for a period of time, Forfeiture of Salary, Fines

Appendix 2

Declaration of Compliance with the Code of Conduct and Practice for Coaches

I agree to abide by the Code of Conduct and Practice for Coaches of the HKKA and acknowledge that the HKKA may take disciplinary actions which may include suspension and termination against me for violation of provision of the Code.

Signature of the Coach: _____

Full Name of the Coach: _____

Date: _____

Appendix 3

Definition of Advantage under Section 2(1) of

the Prevention of Bribery Ordinance (Cap. 201)

"Advantage" means: -

a) any gift, loan, fee, reward or commission consisting of money, of any valuable security or of other property or interest of property in any description;

b) any office, employment or contract;

c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;

d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;

e) the exercise or forbearance from the exercise of any right or any power or duty; and

f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs a), b), c), d) and e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), particulars of which are included in an election return in accordance with that Ordinance.

Appendix 4A

Guidelines for Handling Gifts/Souvenirs Presented to a Coach in Official Capacity

All gifts and souvenirs received by coaches in official capacity should be forwarded to the designated approving authority of the HKKA for disposal in the following manner:

a) If the gift/souvenir is of perishable nature (e.g., food or drink), it may be shared among the office or during an activity organized by the HKKA with approval from the Executive Committee of HKKA.

b) If the gift/souvenir is of historical or other interest, it may be sent to the HKKA Archive with approval from the Executive Committee of HKKA.

c) If the gift/souvenir is a useful item, it may be retained and used by the HKKA, or donated to another charitable organization with approval from the Executive Committee of HKKA.

d) If the gift/souvenir is suitable for display (e.g., a painting, vase, etc.), it may be retained for display in the recipient's office or elsewhere noticeable in the HKKA's premises with approval from the Executive Committee of HKKA.

e) If the gift/souvenir has a value below below HK$2,000 but is not suitable for sharing, archiving or display, it may be retained by the recipient with approval from the Executive Committee of HKKA.

f) If the gift/souvenir is a personal item having a value above HK$2,000, the designated approving authority of the HKKA shall decide whether the gift/souvenir should be retained by the recipient or returned to the offeror.

g) If the gift/souvenir is not a personal item and has a value of above HK$2,000 but is not suitable for sharing, archiving or display, it may be reserved as a lucky draw prize in functions organized by the HKKA with approval from the Executive Committee of HKKA.

h) If the gift/souvenir is of little or nominal value and is distributed to all participants in public activities, such as a ball pen, file folder or key clasp, etc., it may be retained by the recipient without the need to seek approval.

Appendix 4B

Report of Gifts/Souvenirs Received

Part A – To be completed by Receiving Coach
To: * [Secretary of Executive Committee/Department Head]

Description of Offeror: _____
Name and title of Offeror: _____
Company: _____
Relationship (business/personal): _____
Occasion on which the gift was/is to be received: _____
Description of the gift: _____
Estimated value of the gift: _____

Suggested Method of Disposal:		Remark
( )	Retain by the Recipient	
( )	Retain for Display as a Souvenir in the Office	
( )	Share among the Office	
( )	Reserve as Lucky Draw Prize at an Internal Function	
( )	Donate to another Charitable Organization	
( )	Return to Offeror	
( )	Others (please specify) :	

Name of Receiving Coach: _____

Title: _____

Date: _____

Part B – To be completed by *the Secretary of Executive Committee/Department Head
The recommended method of disposal is ***approved/not approved.***

*The gift/souvenir(s) concerned should be disposed of by way of:

_____

* Secretary of Executive Committee/Department Head Full Name: Date:

** Please delete as appropriate*

Appendix 5

Relevant Provisions on offences of solicitation, acceptance and offering of advantages under the Prevention of Bribery Ordinance (Cap. 201)

Section 9 – Corrupt transaction with agents

1. Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his –

   (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or

   (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,

   shall be guilty of an offence.

2. Any person, who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent's –

   (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or

   (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,

   shall be guilty of an offence.

3. Any agent who, with intent to deceive his principal, uses any receipt, account or other document –

   (a) in respect of which the principal is interested; and

   (b) which contains any statement which is false or erroneous or defective in any material particular; and

   (c) which to his knowledge is intended to mislead the principal,

   shall be guilty of an offence.

4. If an agent solicits or accepts an advantage with the permission of his principal, being permission which complies with subsection 5, neither he nor the person who offered the advantage shall be guilty of an offence under subsection 1 or 2.

5. For the purposes of subsection 4 permission shall –

   (a) be given before the advantage is offered, solicited or accepted; or

   (b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance,

and for such permission to be effective for the purposes of subsection 4, the principal shall, before giving such permission, have regard to the circumstances in which it is sought.

Appendix 6

Examples of Conflict of Interest Scenarios

a) A coach takes part in the selection of suppliers or contractors, and one of the bidders under consideration is owned by or under the control of his/her relative or close personal friend.

b) A coach has a financial interest in a company which is being considered for selection as the HKKA's supplier of goods or services, or is an existing supplier.

c) A coach acquires dealership of goods or services on insider knowledge that such goods or services are being considered for procurement by the HKKA.

d) A coach or his/her relative or close personal friend has financial interests in a supplier whose goods or services are being selected through an intermediary (e.g., a publicity agent) appointed by the HKKA.

e) A coach selects a venue where his/her relative or close personal friend has ownership or management responsibility.

f) A coach accepts frequent or lavish entertainment or expensive gifts from the HKKAs suppliers or contractors.

g) A coach assesses a relative's coaching qualification, or is considering the promotion of such a person.

h) A coach nominates a relative as Committee Member.

i) A coach vets applications for program sponsorship submitted by a Community Club of which he/she is also a Committee Member.

j) A coach responsible for controlling the allocation of venue rented by the HKKA, allocates prime time slots to a training school or a club operated by himself/herself or a relative.

k) A coach responsible for selling tickets of a popular program reserves tickets for his/her relatives or personal friends without permission.

Appendix 7

The Kendo Association of Hong Kong, China

Declaration of Conflict of Interest by Coach

Name of Department Head: _____

Division/ Department: _____

Subject: _____

Part A - Declaration (*To be completed by Declaring Coach*)

To: Secretary of Executive Committee/Department Head

I would like to report the following existing/potential conflict of interest situation(s) arising during the discharge of my duties:

Person(s)/organization(s) with whom/which I have official dealings and/or private interest
My relationship with the person(s)/organization(s) (e.g. relative)
My contact with the person(s)/organization(s) **(Please state the frequency of contact and the usual occasions of contact, etc.)**
Relationship of the person(s)/organization(s) with the HKKA (e.g. supplier)

Brief description of my duties which involved the person(s)/organization(s) (e.g. handling of tender exercise)
File reference, if any, of the mentioned duties

I confirm that I fully understand that my right to handle the matter as described above and to access to any information in relation to it may be withheld.

Signature of Declaring Coach: _____

Full Name: _____

Date: _____

Part B – Acknowledgement
(To be completed by Secretary of Executive Committee/Department Head)

To: Declaring Coach

Acknowledgement of Declaration

Part B(i) – In respect of the declaration in Part A of this form, it has been decided that:

□ The declaration as described in Part A is noted. You are allowed to continue handling the work as described in Part A, provided that there is no change in the information declared above.

□ You are restricted in the work as described in Part A (e.g. prohibit from handling the specific part/duty that you have conflict, withdraw from discussion on a specific issue/case).

Details: _____

_____

□ You may continue to handle the work as described in Part A, but an independent coach would be recruited to participate in, oversee or review part or all of the decision-making process (e.g. task another coach with the required expertise to provide objective assessment on the matter).

Details: _____

_____

□ You are relieved of your duty as described in Part A, which will be taken up by another coach through redeployment.

Details: _____

_____

□ You should relinquish the personal/private interest (e.g. cease to be a member of a club/association, divest the investments until the conflict situation described in Part A no longer exists).

Details: _____

_____

□ Others (please specify) (e.g. you should not contact the person(s)/organization(s) concerned until the conflict situation described in Part A no longer exists):

Details: _____

_____

Part B(ii) – The justification(s) for the measure(s) as described in Part B(i) above is/are: (Factors of consideration including the materiality of the conflict, link between the conflict and the matter in question, and any possible negative public perception over the conflict/incident.)

_____

_____

_____

In all cases, please be reminded that you should not disclose any privileged/internal information of the subject matter to the person(s)/organization(s) concerned and should further report if there are changes in circumstances necessitating reporting.

Signature of Secretary of
Executive Committee/Department
Head:

Full Name:

Date:

Part C – Keeping of Records
(To be completed by the Declaring Coach)

To: Secretary of Executive Committee/Department Head

Acknowledgement of Decision

I noted the decision in Part B. The completed form is for your retention please.

Signature of Declaring Coach: _____

Full Name: _____

Date: _____