The Judo Association of Hong Kong, China

CODE OF CONDUCT for UMPIRES

Effective: September 2026

Next review: September 2031

CODE OF CONDUCT for UMPIRES

This Code of Conduct sets out the basic standard of conduct expected of all umpires under The Association (the Association).

1. Introduction

1.1 All umpires are automatically bound by and required to comply with all rules written under this Code of Conduct. 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 constitute 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 Association. For disciplinary actions relating to misconduct, please refer to *Appendix 1 Misconduct and Disciplinary Actions*.

2. Fundamentals

2.1 Umpires should:

a) Maintain impartiality and integrity for all decisions and actions delivered in the event, and uphold the rules and regulations of the sport. He/she should not tolerate cheating, misconduct, or any other form of unfair advantage, and should take appropriate action if such instances occur;

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

c) 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;

d) Demonstrate integrity and professionalism when umpiring the event no matter how the players, coaches and spectators react and respect decisions made by other umpires;

e) 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 teams, and/or the ASSOCIATION into disrepute;

f) Be punctual, and ensure effective communications between players, coaches and other umpires. He/she should never umpire any event under the influence of drugs or alcohol;

g) 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 ASSOCIATION

h) Be aware of any safety concerns and take appropriate action to ensure that the game is played safely. He/she should also maintain a safe and fair playing environment, which includes taking action to prevent and discourage violence on or off the court/field;

i) Commit to creating a safe and respectful environment for everyone involved;

j) Comply with umpires' guidance of the ASSOCIATION, and other applicable rules by other organization such as the International Olympic Committee (IOC), the World Anti- Doping Agency (WADA), the International Judo Federation 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 ASSOCIATION;

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

n) Complete the Declaration of Compliance with the Code of Conduct for Umpires in ***Appendix 2*** upon registration and renewal as an umpire of the ASSOCIATION.

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

4. Acceptance of Advantages

4.1 Umpires are prohibited from soliciting any advantage from any persons or companies having business dealings with the ASSOCIATION (e.g., suppliers, contractors and members, etc.). Umpires 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 ASSOCIATION.

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

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

b) Umpires 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 ASSOCIATION 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 <u>Sponsorships offered to umpires in official capacity</u>

a) Umpires may be offered sponsorships in their official capacity by persons/organizations for official purpose such as attending local/overseas conferences, conventions and product trial activities, etc. Such sponsorships should be regarded as sponsorships offered to the ASSOCIATION 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, the International Judo Federation etc.) to the ASSOCIATION for attending umpire meetings/programs.

b) The designated approving authority should consider whether the acceptance of the sponsorship will benefit the ASSOCIATION as a whole and not bring the ASSOCIATION into any

disrepute, whether the ASSOCIATION 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 ASSOCIATION's contract). If decision is made to accept the sponsorship, the ASSOCIATION should then select a suitable umpire to attend the sponsored activity.

4.4 Advantages offered to umpires in private capacity

a) Where an umpire 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 an umpire; and he/she will not feel obliged to do something in return in connection with the ASSOCIATION's business for the offeror. If an umpire feels that he/she would be obliged to reciprocate an advantage by returning to the offeror a favour connected with any business of the ASSOCIATION, he/she should decline the offer.

b) When an umpire 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", umpires should not accept lavish or frequent entertainment from persons/organizations with whom the ASSOCIATION has official dealings (e.g., suppliers or contractors, clubs/persons to which the ASSOCIATION may allocate resources or job assignments), to avoid placing themselves in a position of obligation to the offeror.

6. Offer of Advantage

6.1 Umpires 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 ASSOCIATION.

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

7. Professionalism

7.1 Umpire should:

a) Maintain a solid and comprehensive understanding of the rules and regulations related to the roles, and to apply them fairly and consistently during games;

b) Make his/her decisions with consistency and professionalism in all aspects during 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

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Note:

[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.*

origin or religion and treat all participants as they would like to be treated without bias; and

e) Dress up properly and professionally throughout the events.

8. Umpiring Overseas and/or Local Competitions

8.1 Umpire should:

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

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

c) 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 ASSOCIATION;

d) Handle the appeal properly in accordance with the competition rules in case of disputes on the judging and results of the competition; and

e) Agree that the ASSOCIATION reserves the right to remove his/her name from the list of umpires if a violation of the Code or any illegal or inappropriate behaviour has occurred. THE ASSOCIATION may take any corrective action deemed appropriate including suspension or termination of an umpire from the ASSOCIATION.

9. Anti-Manipulation of Competition

9.1 Umpire should:

a) Always umpire the event 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 ASSOCIATION 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 ASSOCIATION and the appropriate authorities;

d) Participate in education programs/seminars related to anti-manipulation in order to be better equipped for identifying and report 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 him/her 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.

10. Handling of Social Media

10.1 Umpire 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 Board Directors, Committee Members, staff, athletes, coaches and umpires, etc.;

c) Not engage in cyberbullying, derogatory comments, harassment, offensive and discriminatory opinion about the Association, Board Directors, Committee Members, staff, athletes, coaches, or umpires 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 ASSOCIATION's policies or values.

11. Prevention of Sexual Harassment

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

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

11.3 Umpire should avoid:

a) Misuse of authority of demanding sexual favours in return for access to resources, promotion, judgement on event result, etc.; and

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

11.4 Umpire should:

a) Report to the ASSOCIATION 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 ASSOCIATION. Investigation and disciplinary procedures are prioritized over competitions, matches, and any other events; and

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.

g) Commit in creating a safe and respectful environment for everyone involved.

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

12.1 Umpire should not make any comments and/or engage in actions that display discrimination and are intimidating, offensive and coercing on the basis of age, gender,

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Note:

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

sexual orientation, religion, occupation, status, geographic location, income level, ethnicity and nationality.

12.2 Umpire 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.

12.3 Umpire should:

a) Commit to foster a culture of respect and accountability within the team or the ASSOCIATION 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 ASSOCIATION will require he/she to attend interviews and answer questions relevant to the incidents;
d) Be respectful towards Board Directors, Committee Members, staff, athletes, coaches, and other umpires. He/she should be aware of the power dynamics and avoid using his/her position as an umpire to exert power over others;
e) Report any incidents of other forms of harassment to the appropriate body of the ASSOCIATION 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 participating athletes.

13. Anti-doping

13.1 Umpire should:

a) Educate the athletes on the importance of complying with the anti-doping rules and regulations of World Anti-Doping Agency (WADA), Anti-Doping Organization of Hong Kong, China (ADOHK) and the ASSOCIATION, 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) Report any suspicious behaviour related to doping by athletes to the ASSOCIATION and the appropriate authorities;
d) Cooperate with investigations when the ASSOCIATION commands with full honesty;
e) 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;

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

g) 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.

14. Child Safeguarding

14.1 Umpire should:

a) Have a duty of care to safeguard all children (person below 18) during the event. 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 during the event;

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

d) Report immediately to the ASSOCIATION when witnessed a suspicious behaviour which may harm children and provide support to any child who has been affected.

15. Conflict of Interest

15.1 "Private interest" includes both the financial and personal interests of the umpires 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.

15.2 Declaration of Conflict of Interest

a) A conflict of interest situation arises when the "private interest" of an umpire competes or conflicts with the interest of the ASSOCIATION or one's official duties. Umpires 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, umpires 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 ASSOCIATION or is being considered for selection as the ASSOCIATION'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 umpires; and

c) When called upon to deal with matters of the ASSOCIATION 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 Board of Directors/Department Head and to abstain from dealing with the matter in question, but to follow the instruction of the Secretary of Board of Directors/Department Head who may (or may not) re- assign the task to other umpires.

15.3 Umpire should timely declare any existing or potential conflict of interest before:

a) Being appointed as an event umpire or;

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

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

Remarks

- Reviews on the guidelines and procedures shall be conducted annually and/or updated upon any change to related rules and regulations.
- Date of last review and approval given by the Board of Directors should be laid out.
- The next review date should be laid down.
- Views or comments on the guidelines and procedures are welcomed by way of email or post.

Appendix 1

Misconduct and Disciplinary Actions

Level	Examples of Misconduct	Disciplinary action
[Minor]	[Example: Use of foul language, neglect of duty]	[Example: Verbal Advice/Warning, Written Warning]
[Serious]	[Example: Repeated absence without prior notification and/or reasonable justification]	[Example: 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 for Umpires

I agree to abide by the Code of Conduct for Umpires of The Judo Association of Hong Kong, China and acknowledge that The Judo Association of Hong Kong, China may take disciplinary actions which may include suspension and termination against me for violation of provision of the Code.

Signature of the Umpire: _____

Full Name of the Umpire: _____

Date: _____

Appendix 3

Definition of Advantage under the Section 2(1) of 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 an Umpire in Official Capacity

All gifts and souvenirs received by umpires in official capacity should be forwarded to the designated approving authority of the ASSOCIATION 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 ASSOCIATION with approval from the designated approving authority of the ASSOCIATION.
b) If the gift/souvenir is of historical or other interest, it may be sent to the ASSOCIATION Archive with approval from the designated approving authority of the ASSOCIATION.
c) If the gift/souvenir is a useful item, it may be retained and used by the ASSOCIATION, or donated to another charitable organization with approval from the designated approving authority of the ASSOCIATION.
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 ASSOCIATION's premises with approval from the designated approving authority of the ASSOCIATION.
e) If the gift/souvenir has a value below the amount as approved by the ASSOCIATION but is not suitable for sharing, archiving or display, it may be retained by the recipient with approval from the designated approving authority of the ASSOCIATION.
f) If the gift/souvenir is a personal item having a value above the amount as approved by the ASSOCIATION, the designated approving authority of the ASSOCIATION 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 the amount as approved by the ASSOCIATION but is not suitable for sharing, archiving or display, it may be reserved as a lucky draw prize in functions organized by the ASSOCIATION with approval from the designated approving authority of the ASSOCIATION.
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 Umpire

To: * [Secretary of Board of Directors/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: □ below HK$[500] □ over HK$[500]

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 Umpire:	_____
		Title:	_____
Date:			_____

Part B – To be completed by *the Secretary of Board of Directors/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 Board of Directors/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) An umpire 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) An umpire has a financial interest in a company which is being considered for selection as the ASSOCIATION's supplier of goods or services, or is an existing supplier.
c) An umpire acquires dealership of goods or services on insider knowledge that such goods or services are being considered for procurement by the ASSOCIATION.
d) An umpire 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 ASSOCIATION.
e) An umpire selects a venue where his/her relative or close personal friend has ownership or management responsibility.
f) An umpire accepts frequent or lavish entertainment or expensive gifts from the ASSOCIATION's suppliers or contractors.
g) An umpire assesses a relative's umpiring qualification, or is considering the promotion of such a person.
h) An umpire nominates a relative as Committee Member.
i) An umpire vets applications for program sponsorship submitted by a Community Club of which he/she is also a Committee Member.
j) An umpire responsible for controlling the allocation of venue rented by the ASSOCIATION, allocates prime time slots to a training school or a club operated by himself/herself or a relative.
k) An umpire responsible for selling tickets of a popular program reserves tickets for his/her relatives or personal friends without permission.

Appendix 7

The Judo Association of Hong Kong, China
Declaration of Conflict of Interest by Umpire

Name of Department Head: _____

Division/ Department: _____

Subject: _____

Part A- Declaration (*To be completed by Declaring Umpire*)
To: Secretary of Board of Directors/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 ASSOCIATION (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 Umpire: _____

Full Name: _____

Date: _____

Part B – Acknowledgement

(To be completed by Secretary of Board of Directors/Department Head)

To: Declaring Umpire

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 umpire would be recruited to participate in, oversee or review part or all of the decision-making process (e.g. task another umpire 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 umpire 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 Board of Directors/Department Head: _____

Full Name: _____

Date: _____

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

To: Secretary of Board of Directors/Department Head

Acknowledgement of Decision

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

Signature of Declaring Umpire: _____

Full Name: _____

Date: _____