

# Code of Ethics

## Version 2.3

The Code of Ethics must be considered by all Staff members of the World Cube Association (WCA), referred to in this document as “WCA Staff”, as a standard for actions and decisions they will be making when acting on behalf of the WCA within their role. “Listed Delegates” refers to WCA Delegates who are publicly displayed on the “General info” tab of an official WCA Competition.

These actions and decisions should be made in such a manner that, if consistently performed by WCA Staff, the Spirit and Mission of the WCA would continue to be upheld while not breaking any Regulations, Motions, or Policies.

This Code covers previously known issues, as well as issues that the WCA Ethics Committee (WEC) foresees as requiring additional guidance. This document will be updated periodically to incorporate new topics as they are brought to the attention of the WEC, and will also be reviewed regularly.

The official communication channel for the WEC is via email. For any concerns about the ethical conduct of a WCA Staff member, contact the WEC: [ethics@worldcubeassociation.org](mailto:ethics@worldcubeassociation.org). If there are any concerns about the ethical conduct of the WCA Ethics Committee, either the Committee itself or an individual member, please contact the WCA Disciplinary Committee (WDC) at: [disciplinary@worldcubeassociation.org](mailto:disciplinary@worldcubeassociation.org).

## 1. Finances

- 1.1 WCA Staff must not use money, discounts, or goods obtained from their role within the WCA for personal profit.
  - 1.1.1 Examples include:
    - 1.1.1.1 Competitor fees
    - 1.1.1.2 Equipment
    - 1.1.1.3 Expense reimbursement
    - 1.1.1.4 Sponsorships
- 1.2 Reimbursements for Delegates must only include costs incurred as a direct result of attending the competition as a listed Delegate.
  - 1.2.1 This may include the following expenses:
    - 1.2.1.1 Transportation
    - 1.2.1.2 Accommodation
    - 1.2.1.3 Equipment and Printing
  - 1.2.2 Expenses not laid out in 1.2.1 require WEC approval, and WFC if necessary.
- 1.3 Registration fees for listed Delegates and Organizers may be waived. Registration fees should only be waived for competitors if they perform a role significant to the running of the competition.
  - 1.3.1 Waiving of registration fees must not be done for the sole reason of people being the following (or similar):
    - 1.3.1.1 Family
    - 1.3.1.2 Friends
  - 1.3.2 Reminder: Regulations 1e2) and 1f2) should be used to help fill scrambling and judging roles during a competition.
  - 1.3.3 Competition volunteer application forms should be available for competitions to help manage and standardize who will be waived for volunteer purposes.
  - 1.3.4 Members of a reasonably formed group may be partially or fully waived from paying the competition's registration fee.
    - 1.3.4.1 Delegates should ensure that any such deal should still be fair and avoid bias towards any unreasonably formed group.
    - 1.3.4.2 Groups must not be based on an immutable characteristic.
- 1.4 Listed Delegates must request and review an outlined budget for all of their competitions before announcement. Any concerns in the competition budget should be discussed with an Organizer and/or the people in charge of the competition finances. Delegates and Organizers should work together to find a resolution to any concern.
  - 1.4.1 Competition budgets must be held by the Delegate for a period of 7 years and can be requested for review by the WCA Board, WEC, WFC or the Senior Delegate.
  - 1.4.2 The budget of a competition should be in alignment with the Mission and Spirit of the WCA.
  - 1.4.3 Listed Delegates must comply with Finance invoices and must advise Organizers to take into account WCA Dues when making the budget.
- 1.5 Profit acquired from a competition must not be kept for personal gain by the Organizers nor the Delegates and should be put towards the benefit of the community. Where possible, this should be done via an organization and not an individual.
  - 1.5.1 If profits from a competition will be donated to a charity, this information must be made public on the competition page when it is announced. Any such charity must be registered as such in the country the competition is held.

## 2. Communication

- 2.1 The WCA email account policy must be followed.
  - 2.1.1 All official WCA email communication must utilize the @worldcubeassociation.org addresses.
  - 2.1.2 WCA Staff must be aware that emails sent from @worldcubeassociation.org email addresses to external parties may be perceived as being on behalf of the WCA.

Personal email addresses should be used to avoid this perception.

2.1.2.1 Example: Contacting sponsors for a competition should use personal email addresses.

2.2 WCA Delegates must communicate with other Delegates in their region and/or in any region they are planning to delegate a competition.

2.3 All work done within the WCA is confidential and must not be disclosed to non-WCA Staff members without explicit permission from relevant members.

2.3.1 Delegates may provide relevant feedback to the Organizers but must not give visibility of sensitive information, or sections written by other Delegates.

2.4 WCA Staff should be professional, respectful, and provide a positive reflection of the organization.

2.4.1 WCA Staff should always be aware of their target audience (e.g. their age, experience, nationality, etc.) and their tone/language when they make statements while acting in their capacity as WCA Staff.

### **3. Conduct of Official WCA Competitions**

3.1 Decisions on incidents required to be made by a WCA Delegate must only be made by those listed on the WCA competition page.

3.1.1 Non-listed Delegates can make decisions on incidents only with the approval of the listed Delegate(s).

3.2 Decisions on competition changes should be approved by both Organizer(s) and listed Delegate(s) after discussion. This includes decisions before, during, and after the competition.

3.3 WCA Delegates should work in conjunction with the Organizer(s) to hold the events requested by the Organizer(s).

3.3.1 Possible reasons for declining Organizers' requests include:

3.3.1.1 Scheduling issues

3.3.1.2 Lack of equipment to hold an event

3.3.1.3 Event frequency in the area

3.3.1.4 Inexperience of the community

3.3.1.5 Inexperience of the Organizer

3.3.1.6 Past problems with an event held by the Organizer/community

3.3.2 Delegates should work alongside the Organizer(s) to plan and resolve any of these reasons listed under 3.3.1.

3.4 Delegates and Organizers should only be officially listed for a competition if they perform a significant role.

3.4.1 Delegates and Organizers should agree on their roles for the competition before the competition is announced.

### **4. Conflicts of Interest**

4.1 WCA Staff must report all potential conflicts of interest that may arise and affect their WCA Staff role to the WEC using [this form](#). These include, but are not limited to:

4.1.1 Sponsorships

4.1.2 A stake in businesses trading within the cubing community.

4.1.2.1 Example: Being the owner of a cubing store/business.

4.2 WCA Staff must not receive sponsorship(s) for their role within the WCA.

4.2.1 Any sponsorship details of a WCA Staff member as a competitor must be reported to the WEC.

4.3 WCA Staff must not use their role to promote a third party brand who are not a WCA-recognized regional organization, the competition sponsor(s), or sponsors of the WCA. This includes but is not limited to:

4.3.1 Promotions in emails to competitors

4.3.2 References in the email signature block

4.4 Listed WCA Delegates must not wear apparel which could reasonably be interpreted as an official affiliation or agreement with the WCA.

4.4.1 Delegates may wear personal sponsorship apparel while they are competing.

4.5 Organizers must handle decisions on competition sponsors.

4.5.1 Delegates may provide advice and should ensure that the competition organization team is negotiating a fair deal.

4.6 WCA Staff must take all steps possible to exclude themselves from any decisions in which they have a conflict of interest.

## **5. Abuse of Power**

5.1 A WCA Staff member must not use their power within the organization/community to unfairly benefit an individual or group, including, but not limited to:

5.1.1 Monetary benefit

5.1.2 Benefit of personal results

5.1.3 Increase in internal position

5.2 A WCA Staff member must not use their power within the organization/community to unfairly harm an individual or group, including, but not limited to:

5.2.1 Disqualification of results

5.2.2 Unfair conditions at competitions

5.2.3 Unfair treatment of competitors

5.3 WCA Staff must not use their permissions to take actions which are outside of the scope of their role within the WCA.

5.4 WCA Staff must not sign contracts on behalf of the WCA without prior approval of the WCA Board. Written permission from the Board is required to have the WCA referenced in a contract.

5.4.1 This includes presenting the WCA's IRS Determination letter or using the WCA's non-profit status as part of the organization of a competition.

5.4.2 WCA Staff may prove their role to 3rd parties (such as venues) by requesting the Board of Directors for a document with the WCA's letterhead.