

Code of Ethics

Version 1.0

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 publically 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 in order to incorporate new topics as they are brought to the attention of the WEC. This document will also be reviewed by the WEC regularly and will be updated as required.

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. 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.

1. Dealing with Finances

- 1.1 WCA Staff must not use money obtained from their role within the WCA, including but not limited to competitor fees, expense reimbursement, equipment policies, and sponsorships, for personal profit.
- 1.2 Competition reimbursements for Delegates should only include costs incurred as a direct result of attending the competition as a listed Delegate.
 - 1.2.1 This may include the following personal expenses:
 - 1.2.1.1 Transportation
 - 1.2.1.2 Accommodation
 - 1.2.1.3 Equipment and Printing
 - 1.2.2 Deviations from 1.2.1 require WEC approval before the expense is incurred.
 - 1.2.3 When Delegates are not officially listed and are just attending a competition as competitors, their expenses, including registration fees, are not valid for reimbursement.
- 1.3 Registration fees for listed Delegates and Organizers are permitted to be waived. Registration fees should only be waived for competitors if they perform a role necessary for the running of the competition.
 - 1.3.1 Sole reasons for waiving a competitors registration fee must not include:
 - 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 competition volunteer purposes.
 - 1.3.4 If the competition venue is provided for free or for a discounted fee, members of a relevant group can be partially or fully waived from paying the competition's registration fee if this is a requirement of the venue hire.
 - 1.3.4.1 Delegates should be wary that any such deal should still be fair and avoid bias towards any unreasonably formed group.
- 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 and if necessary 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 Profit acquired from a competition must not be kept for personal gain and should be put towards the benefit of the community.
 - 1.4.4 Listed Delegates must advise organizers to take into account WCA Dues when making the budget and comply with Finance invoices.

2. Communication of WCA Staff

- 2.1 WCA Staff are expected to respond to email within 48 hours.
- 2.2 WCA Staff must only use @worldcubeassociation.org email addresses for WCA-related functions. These email accounts must not be used for external logins that are not related to WCA work.
 - 2.2.1 All official WCA email communication must utilize the @worldcubeassociation.org addresses.
 - 2.2.2 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.
 - 2.2.2.1 Example: Contacting sponsors for a competition should use personal email addresses.
- 2.3 WCA Delegates must communicate with other Delegates in their region and/or in any

region they are planning to Delegate a competition.

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

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 officially listed on the 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) through open, joint discussions. 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 necessary role in the running of the event.

4. Conflicts of Interest

- 4.1 WCA Staff must report all potential conflicts of interest that may arise and affect their WCA Staff role. Conflicts of interest will be reported to the WEC. These include but are not limited to:
 - 4.1.1 Sponsorships
 - 4.1.2 A stake in businesses trading within the community
 - 4.1.2.1 Example: Being the owner of a cubing store/business.
 - 4.1.3 Any personal profit gained by actions taken within their WCA Staff role
- 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 must be reported to the WEC.
- 4.3 WCA Staff must not promote a third party brand who are not the competition sponsor(s) or sponsors of the WCA, within their role in the WCA. This includes but is not limited to:
 - 4.3.1 Wearing the apparel of a sponsor while acting within their WCA Staff role at a competition
 - 4.3.2 Promotions in emails to competitors
 - 4.3.3 References in the email signature block
- 4.4 WCA Delegates must not wear sponsorship apparel of a personal sponsor during a competition in which they are listed as a Delegate.
 - 4.4.1 Exception: Listed Delegates may only wear their sponsorship apparel while they are competing at a competition.
- 4.5 Organizers must handle decisions on competition sponsors.
 - 4.5.1 Competition 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 related to the decision.

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

6. WCA Representation

6.1 WCA Staff should be professional, respectful, and overall a positive representative of the organization.

6.1.1 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.

6.2 WCA Staff must not sign contracts on behalf of the WCA without prior approval of the WCA Board.

6.2.1 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.