



OLYMPIC COUNCIL OF ASIA

# ETHICS CODE



## OCA Ethics Committee

### A Composition and Organisation:

1. The OCA Ethics Committee is an independent body. It is composed of five (5) Members (Chair, Vice Chair and 3 members).
2. The Members of the Committee shall be proposed by the OCA President and elected by the OCA General Assembly.
3. The Committee meets when convened by its chairperson, at least on a semi- annual basis. The required quorum is constituted if at least three of the Members are present to take a decision.
4. The Committee shall be assisted by a Chief Ethics and Compliance Officer appointed by OCA President.

### B Terms of Reference of the Committee:

1. In the framework of the competence of the Committee as defined in the OCA Constitution, the terms of reference of the Committee are:
  - a. To provide opinions and recommendations to the OCA Executive Board on cases submitted by the OCA President, and to give advice at the request of the OCA Members and/or Members of the Olympic Movement.
  - b. to perform any other task, linked to the development of and respect for the ethical principles, assigned to it by the OCA Executive Board and/or the OCA President.
2. The Committee presents an annual report or any other report before the OCA President and the Executive Board.
3. The committee is the competent body to propose any amendments to the OCA Ethics Code to be approved by the OCA Executive Board
4. The Chief Ethics and Compliance Officer shall be appointed by the OCA President and must meet the following qualifications and responsibilities:
  - Hold a university degree in law.
  - Possess knowledge of sports and the Olympic Movement.
  - Be proficient in the OCA languages.
  - Collaborate with and support the Chair and members of the Ethics Committee.



- Assist the Chair in preparing the agenda and minutes for committee meetings.
- Be authorized to sign notifications on behalf of the Ethics Committee to relevant parties.

### **C**

#### **Conditions required for Committee Membership:**

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Members of the Committee shall not take any measure nor exercise any influence in relation to a matter where any conflict of interest or any other conflict exists or is perceived to exist.

### **D.**

#### **Term of appointment of Committee Members:**

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1. The duration of the term of a committee member is five (5) years. Each member is eligible for a maximum of two renewable terms.
2. The term of office of a committee member takes effect on the day he/she is elected by the OCA General Assembly.
3. In the event of the Chairperson being impeded from performing his or her duties as Chairperson the vice chair, shall perform these functions.

In case of any vacancy in the Ethics Committee, the Executive Board shall appoint a replacement for the remainder of the term as proposed by the OCA President.

4. A Committee member may be removed from office only by a decision of the OCA Executive Board.

#### **Measure and Sanctions:**

In the case of any potential violation of the Olympic Charter, OCA Constitution, IOC/ OCA Ethics Codes or the approved NOC Statutes by the IOC/OCA, or any violation of the OCA election rules by any individual belonging to the Asian Olympic movement or any act from any individual that may harm the OCA image/function/reputation or any violation to the World Anti-Doping Code, or any other regulation as stipulated by the OCA Executive Board, the measures or sanctions which may be recommend by the OCA Ethics Committee to the OCA Executive Board, and also the OCA Ethics Committee may take any measure or sanctions at the recommendation of the ethics committee chair against any individual belonging to the Asian Olympic Movement , during the course of investigation by OCA Ethics Committee or any other entity/ organization.



1. In the context of the Asian Olympic & Sports Movement, Asian Games, Organising Committees and Bidding Committees and any other recognized Asian sports Organisation, or any individual belonging to the Asian Olympic movement.
  - a. With regard to OCA EB/NOC and its Members, the OCA Honorary President, OCA Honorary Members:
    - I. Reprimand,
    - II. Suspension, for a specific period. The suspension may be extended to all or part of the rights, prerogatives and functions deriving from the Membership of the person concerned.
    - III. The above-mentioned sanctions may be combined and may be imposed on 1 and (I) above who, by their conduct, jeopardise the interests of the OCA/NOCs and AGOCs also regardless of any specific violation of the OCA Constitution or any other regulation.
  - b. With regard to IFs/AFs (Sports):

After the recommendation of the OCA Ethics Committee the OCA Executive Board will decide the following:

    - I. Withdrawal from the programme of the Asian Games:
      - Sport
      - Discipline or Event
    - II. Withdrawal of provisional recognition.
    - III. Withdrawal of full recognition.
  - c. With regard to associations of IFs/AFs:

After the recommendation of the OCA Ethics Committee, the OCA Executive Board take the following:

    - I. Withdrawal of provisional recognition.
    - II. Withdrawal of full recognition.
  - d. With regard to NOC and its official members:

After the recommendation of the OCA Ethics Committee, the OCA Executive Board will take the following:

    - I. Suspension: in such event, the OCA Executive Board determines in each case the consequences for the NOC concerned and its official members and athletes.
    - II. Withdrawal of provisional recognition.



- III. Withdrawal of full recognition (OCA General Assembly); in such a case, the NOC forfeits all rights conferred upon it in accordance with the OCA Constitution and Olympic Charter);
  - IV. Withdrawal of the right to organise any OCA Event/Games.
- e. With regard to a Host City, an AGOC and an NOC:  
Withdrawal of the right to organise the Asian Games (OCA EB).
  - f. With regard to Applicant or Candidate cities and an NOC:  
Withdrawal of the right to be an Applicant or a Candidate City to Host the Asian Games (OCA Executive Board).
  - g. With regard to other recognised Asian Sports Associations or any Asian organisations:
    - I. Withdrawal of provisional recognition (OCA Executive Board);
    - II. Withdrawal of full recognition (OCA General Assembly).
  - h. With regard to individuals associated directly or indirectly with OCA. Individuals associated directly or indirectly with the OCA will be bound by the OCA Code of Ethics. They will be liable for penalties and sanctions by the OCA Ethics Committee.
  - i. The OCA Ethics Committee Chair has the authority to impose a temporary sanction of (90) days during the course of investigation.
2. In the context of the Asian Games, in the case of any violation of the OCA Constitution, World Anti-Doping Code, or of any other decision or applicable regulation issued by the OCA EB including but not limited to the OCA Code of Ethics or in case of any form of misbehavior:
    - a. With regard to individual competitors and teams: temporary or permanent ineligibility or exclusion from the Asian Games, disqualification or withdrawal of accreditation; in the case of disqualification or exclusion, the Medals and Diplomas obtained in relation to the relevant infringement of the OCA Constitution shall be returned to the OCA. In addition, at the discretion of the OCA Executive Board, a competitor or a team may lose the benefit of any ranking obtained in relation to other events at the Asian Games at which he or it was disqualified or excluded; in such case the Medals and Diplomas won by him or it shall be returned to the (OCA Executive Board);



- b. With regard to officials, managers and other Members of any delegation as well as referees and Members IFs/AFs and Members of the jury: temporary or permanent ineligibility or exclusion from the Asian Games (OCA Executive Board);
- c. With regard to all other accredited persons: withdrawal of accreditation (OCA Executive Board)
- d. During the Games the OCA Executive Board may delegate its power to Working Group/Disciplinary Committee appointed by the OCA President;
3. Before applying any measure or sanction, the OCA Ethics Committee may issue a warning.
4. All sanctions and measures are taken without prejudice to any other rights of the OCA and of any other body, including but not limited to NOCs and IFs/AFs.
5. Any inquiry relating to facts that may lead to any measure or sanction is conducted under the authority of the OCA Ethics Committee, which may delegate all or part of its authority to that effect.
6. Throughout any inquiry, the OCA Ethics Committee may provisionally withdraw from any concerned person or organisation all or part of the rights, prerogatives and functions deriving from such person's or organisation's Membership or status.
7. Any individual, team or any other individual or legal entity has the right to be heard by the OCA Ethics Committee to apply a measure or sanction to such individual, team or legal entity. The right to be heard in the sense of this provision includes the right to be acquainted with the charges and the right to appear personally or to submit a defense in writing within 7 days from the decision been issued.
8. Any measure or sanction decided by the OCA GA, the OCA Executive Board or the Working Group/Disciplinary Committee shall be communicated in writing to the party concerned.
9. All measures or sanctions shall be effective forthwith unless the competent body decides otherwise.

## **Preamble:**



The Olympic Council of Asia and each of its Members, the cities wishing to organise the Asian Games, the Organising Committees of the Asian Games and the National Olympic Committees and its Members (hereinafter "the Asian Olympic Parties") restate their commitment to the OCA Constitution and in particular its Fundamental Principles. The Asian Olympic Parties affirm their loyalty to the Olympic ideal inspired by Pierre de Coubertin.

Consequently, at all times the Asian Olympic Parties and, in the framework of the Asian Games, the participants undertake to respect and ensure respect of the present OCA Code.

The NOCs/Asian Federations and Recognised Organisation's shall adopt a code of ethics based on the principles and rules of the OCA Code of Ethics or adopt the OCA Code of Ethics in a written declaration.

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## A Dignity

1. Safeguarding the dignity of the individual is a fundamental requirement of Olympism.
2. There shall be no discrimination between the participants on the basis of race, gender, ethnic origin, religion, philosophical or political opinion, marital status or other grounds.
3. All doping practices at all levels are strictly prohibited. The provisions against doping in the World Anti-Doping Code shall be scrupulously observed.
4. All forms of harassment of participants w h e t h e r physical, professional or sexual, and any physical or mental injuries to participants, are prohibited.
5. All forms of participation in, or support for betting related to the Asian Games, and all forms of promotion of betting related to the Asian Games are prohibited.
6. Also, in the context of betting, participants in the Asian Games must not, by any manner whatsoever, infringe the principle of fair play, show non-sporting conduct, or attempt to influence the course or result of a competition, or any part thereof, in a manner contrary to sporting ethics.
7. The NOCs shall guarantee the athlete's conditions of safety; well-being



and medical care favorable to their physical and mental equilibrium

## B

### Integrity

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1. The Asian Olympic Parties or their representatives shall not, directly or indirectly, solicit, accept or offer any form of remuneration or Commission, nor any concealed benefit or service of any nature, connected with the organisation of the Asian Games.
2. The hospitality shown to the Members and staff of the Asian Olympic Parties, and the persons accompanying them, shall not exceed the standards prevailing in the Host country.
3. The Asian Olympic Parties shall respect the Rules Concerning Conflicts of Interests Affecting the behaviour of Asian Olympic Parties.
4. The Asian Olympic Parties shall use due care and diligence in fulfilling their mission. They must not act in a manner likely to tarnish the reputation of the Olympic Movement.
5. The Asian Olympic Parties, their agents or their representatives must not be involved with firms or persons whose activity or reputation is inconsistent with the principles set out in the OCA Constitution and the present Code.
6. The Asian Olympic Parties shall neither give nor accept instructions to vote or intervene in a given manner within the organs of the OCA.

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### Good Governance and Resources

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1. The Basic Universal Principles of Good Governance of the Olympic and Sports Movement, in particular transparency, responsibility and accountability, must be respected by all Asian Olympic Movement constituents.
2. The Olympic resources of the NOCs may be used only for Olympic and sports purposes.
3. The income and expenditure of the NOCs shall be recorded in their accounts, which must be maintained in accordance with generally accepted accounting principles. An independent auditor will check





these accounts.

4. In cases where the OCA gives financial support to Asian Olympic Parties:
  - a. The use of these OCA/Olympic resources for OCA/Olympic purposes must be clearly demonstrated in the accounts.
  - b. The accounts of the Asian Olympic Parties may be subjected to auditing by an expert designated by the OCA Executive Board.
5. The Asian Olympic Parties recognise the significant contribution that broadcasters, Sponsors, partners and other supporters of sports events make to the development and prestige of the Asian Games throughout the world. However, such support must be in a form consistent with the rules of sport and the principles defined in the OCA Constitution and the present Code. They must not interfere in the running of sports institutions. The organisation and staging of sports competitions are the exclusive responsibility of the independent sports organisations recognised by the OCA.

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## D

### Candidatures

1. The Asian Olympic Parties shall in all points respect the various manuals published by the OCA linked to the selection of Host cities of the Asian Games, in particular the Rules of Conduct Applicable to All Cities Wishing to Organise the Asian Games.
2. The cities wishing to organise the Asian Games shall, refrain from approaching another party, or a third authority, with a view to obtaining any financial or political support inconsistent with the provisions of such manuals and the Rules of Conduct.

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### Relations with states

1. The Asian Olympic Parties shall work to maintain harmonious relations with state authorities, in accordance with the principle of universality and political neutrality of the Olympic Movement.
2. The Asian Olympic Parties are free to play a role in the public life of the states to which they belong. They may not, however, engage in any activity or follow any ideology inconsistent with the principles and rules defined in the OCA Constitution/Olympic Charter and set out in the present Code.



3. The Asian Olympic Parties shall endeavour to protect the environment on the occasion of any events they organise. In the context of the Asian Games, they undertake to uphold generally accepted standards for environmental protection.

## **F** Confidentiality

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The Asian Olympic Parties shall not disclose information entrusted to them in confidence. The principle of confidentiality shall be strictly respected by the OCA Ethics Committee in all its activities. Disclosure of other information shall not be for personal gain or benefit, nor be undertaken maliciously to damage the reputation of any person or organisation.

## **G** Implementation

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1. The Asian Olympic Parties shall see to it that the principles and rules of the OCA Constitution/Olympic Charter and the OCA Ethics Code are applied.
2. The Asian Olympic Parties shall inform the OCA Ethics Committee Chair or the OCA Chief Ethics and Compliance Officer of any potential breach of the OCA Ethics Code.
3. The OCA Ethics Committee may set out the provisions for the implementation of the OCA Ethics Code in a set of implementing provisions.

## **Rules concerning conflict of interests affecting the behaviour of Asian Olympic Parties**

### **Article 1** Scope of Application

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These Rules apply to Asian Olympic Parties as defined by the OCA Code of Ethics.

**Preamble:** the Olympic Council of Asia and each of its Members, National Olympic Committees, Organising Committees for the Asian Games, cities wishing to organise the Asian Games and, in the frame of the Asian Games, to the participants.

With respect to legal/individual persons direct or indirect among the Asian Olympic Parties, these Rules are applicable to all Members, staff or



individuals with actual decision-making power within them. Each such legal/individual person may define other categories of persons for whom these Rules can be applicable, while informing the OCA Ethics Committee.

## **Article 2** Definition

1. In the context of the provisions of these Rules, a distinction is made between the situation of a "Potential Conflict of Interests" and the case of a "Conflict of Interests". Only Conflicts of Interests are prohibited.
2. A situation of a Potential Conflict of Interests arises when the opinion or decision of a person, acting alone or within an organisation, in the framework of the activities of the physical or legal persons defined in article 1 above, may be reasonably considered as liable to be influenced by relations that the aforementioned person has, has had or is on the point of having with another person or organisation that would be affected by the person's opinion or decision.
3. A case of Conflict of Interests is constituted when any person who, having abstained from declaring a situation of a potential conflict of interests, expresses an opinion or takes a decision in the circumstances described in the above paragraph 2.

## **Article 3** Types of Interests to take into consideration

In assessing the situations described in article 2 above, direct as well as indirect interests must be taken into account. This also includes the interests of a third person (parent, spouse, relation or dependent).

In the following non-exhaustive list of examples, the circumstances in which a conflict of interests could arise are:

- a. Personal and/or material involvement (salary, shareholding, various benefits);
- b. Personal and/or material involvement with Sponsors, broadcasters, various contracting Parties.
- c. Personal and/or material involvement with an organisation liable to benefit from the assistance of the Olympic party concerned (including subsidy, approval clause or election).



## **Article 4** Resolution of Conflicts

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It is the personal responsibility of each person to avoid any case of conflict of interests.

Faced with a situation of a potential conflict of interests, the person concerned must refrain from accepting any form of benefit whatsoever. However, if the person wishes to continue to act or if the person is uncertain as to the steps to take, the person must inform the OCA Ethics Committee of the situation; the OCA Ethics Committee then takes the steps foreseen in article 5. The information given will be kept confidential.

## **Article 5** Role of the OCA Ethics Committee:

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The OCA Ethics Committee is responsible for advising persons/Asian Sports Body, at their request, in a situation of a potential conflict of interests.

The Committee proposes to the person concerned a solution from the following options:

- a. Registering the declaration without any particular measure.
- b. Removal of the person involved from part or all of the action or from the decision of the Asian Olympic Party at the root of the conflict.
- c. Relinquishment of the management of the external interest causing the conflict.

Complementary measures may also be proposed.

The person concerned then takes the steps that he/she considers appropriate, subject to the Committee's application of the second paragraph of article 7 below.

## **Article 6** Procedure

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Any case of conflict of interest is dealt with in accordance with the provisions of the OCA Constitution and the Rules of Procedure of the OCA Ethics Committee.

The OCA Ethics Committee is responsible for taking decisions concerning conflicts of interests.

## **Article 7** Undeclared Conflicts of Interests

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In the event that a person neglects to declare a situation of a potential



conflict of interests, the OCA President may refer the case to the OCA Ethics Committee in accordance with the conditions set out in its rules.

The OCA Ethics Committee may take a decision that may include the measures and sanctions as provided in the OCA Ethics Code.

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## **Article 8**      **Specific Provisions**

Prior to examination, by the OCA Election Committee, of a candidature for election as an OCA Member, a Candidate must declare his/her

professional interests to the OCA Ethics Committee. The Committee may draw the attention of the Candidate to potential conflicts of interest that it identifies.

This does not exempt the Candidate concerned from making subsequent declarations.

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## **Article 9**      **Enforcement**

The provisions set forth in the third paragraph of article 2 above shall apply to any situation of a potential conflict of interests.

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## **Article 10**      **Execution**

The OCA Ethics Committee is responsible, for the execution of these Rules.

## **Implementing Provision of OCA Code of Ethics**

Rules of conduct applicable to all cities wishing to organise the asian games

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## **Article 1**      **Scope of Application**

These Rules apply to all Asian Olympic Parties, and in particular to cities wishing to organise the Asian Games (Summer, Indoor and Martial Arts, Winter, Beach, Youth and E-sports & Minds Sport) and their National Olympic Committees (NOCs), as well as to any person or organisation acting on their behalf or supporting them. Each NOC is responsible for ensuring compliance with these rules at all times.

These rules are applicable as soon as they are published on the OCA web site.



## **Article 2** Principles

The conduct of the cities shall comply strictly with the provisions of the OCA Constitution and host city contract, the OCA Code of Ethics and its implementing provisions. The Cities shall also respect the procedure for evaluating the candidature established by the OCA.

The NOC of the country is responsible for the activities and conduct of each City of the country.

## **Article 3** Logo - Emblem

The Applicant Cities may use a logo, which does not feature the OCA symbol. The Candidate Cities may adopt an emblem, which includes the OCA symbol. The creation and use of the logo and emblem are subject to the conditions listed in Appendix 1.

They may also have a motto or slogan, which may not be incorporated into either the logo or the emblem, and the use of which is subject to the conditions listed in Appendix 1.

## **Article 4** Statement of Activities

The NOC of each Applicant City shall provide the OCA Evaluation and Ethics Committees with a list of OCA sports competitions and meetings of OCA-recognised organisations to take place in its territory.

This list concerns all the international events scheduled, or in the process of being scheduled, between the date of publication of the present Rules on the OCA web site and the date of the Host City election.

Furthermore, any meeting of an organisation recognised by the OCA involving a significant number of OCA Members may not be organised on the territory of a City wishing to Host the Asian Games between the date of publication of the list of Applicant Cities and the election of the Host City by the Session.

## **Article 5** Assistance to NOCs

The NOC of each Applicant City shall provide the OCA Ethics Committee with a list of all NOC agreements and all assistance programmes, of any nature, existing on the date of publication of the present Rules on the OCA web site, including those in partnership with the government of the country



concerned.

The NOC shall provide this list within two months from the date of publication by the OCA of the list of Applicant Cities.

After the date of publication of the present Rules on the OCA web site, any new agreement of any nature with any NOC shall be submitted beforehand to the OCA Ethics Committee for its review.

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## **Article 6** Internet and Social Media

The Applicant and Candidate Cities may create their own Internet site for informative purposes only.

The site may list third Parties providing financial support to the candidature, subject to the conditions listed in Appendix 1. The sale of promotional items is permitted through the site, subject to the conditions listed in Appendix 1.

Cities may promote their candidatures using social networks. They are responsible for the content of such Internet sites and the social networks used.

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## **Article 7** Promotion

Throughout the procedure, the promotion of a candidature shall take place with dignity and moderation. The City and its NOC are entirely responsible for all forms of promotion. Any person or organisation acting on behalf of a City shall respect, in particular, the provisions of this article.

The OCA reserves the right to issue additional specific provisions concerning promotional activities during major continental events (see the examples in the non-exhaustive list in Appendix 2).

### **1. National Promotion**

National promotion of the candidature is possible at any time on the occasion of national events held on the territory of the NOC concerned.

This territory must be understood in a restrictive manner excluding, in particular, diplomatic representations abroad.

### **2. International Promotion by the Candidates Cities**

The Candidate cities will be invited to make presentations, during which they will have the opportunity to address all the principal stakeholders of the OCA, and the following meetings:

- a. Candidate cities briefing for OCA EB Members.



- b. OCA GA at which the Host City is elected.
- c. Any other meetings as decided by OCA.

The Candidate cities may be invited as observers to attend the GA of the NOC continental Associations, provided the meeting organisers are in agreement.

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## **Article 8**      Gifts

No gifts, of whatever value, may be given to or received by Asian Olympic Parties or the IFs/AFs recognised by the OCA. No advantage or promise of any kind of advantage may be made to or accepted by an Asian Olympic party or an IFs/AFs recognised by the OCA.

This prohibition shall be respected by the Cities and their NOCs as well as by all those acting on behalf of or supporting the candidature.

The same principle applies to the cities relations with third Parties, in particular the media and organisations recognised by the OCA.

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## **Article 9**      Relations with Sponsors

In order to preserve the integrity and neutrality of the procedure, OCA/ Asian Games Sponsors and other OCA Marketing Partners shall refrain from supporting or promoting any of the Cities. Consequently, Cities may not solicit or accept any such support or promotion from Sponsors and other OCA MarketingPartners.

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## **Article 10**      Visits by AF, the OCA Evaluation Committee and the Media

Applicant Cities may request the written advice of the IFs/AFs concerning their project. If an IF/AF deems necessary a working visit to a City, the OCA may authorise such visit.

The Candidate Cities may organise, at their own expense, working visits by Sports Federations if these visits are necessary for the preparation of the candidature.

For the visits organised in the framework of the above two paragraphs, a sense of moderation must be respected, particularly concerning hospitality and accommodation.





The OCA Evaluation Committee will pay a working visit to each Candidate City. The OCA will determine the order, period and programme of the visits. The Candidate Cities may organise working visits for representatives of the media, entirely at the cost of such representatives.

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## **Article 11** Relations with OCA Members

There shall be no visits by OCA Members to the Cities, or by the Cities to OCA Members.

If an OCA Member has to travel to a City for any reason, he or she shall inform the OCA Ethics Committee beforehand. The City may not take advantage of this occasion for the promotion of its candidature, nor cover the costs and other expenses linked to such a visit, in particular travel and accommodation.

OCA Members may not be invited to any form of reception linked to the promotion of a candidature.

The ambassadors of the countries concerned may not visit the OCA Members nor invite the OCA Members to any form of reception in their embassies to promote the candidature.

No Honorary degrees or official decorations may be awarded to an OCA Member by a City or a representative of a City's country between the date of publication of the present Rules on the OCA web site and the Host City election.

In order to respect the neutrality of the OCA Members, the cities may not use the name or image of an OCA Member, an OCA Honorary Member or an OCA Honour Member, except for the Members from the country of the City concerned.

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## **Article 12** Election of the Host City (OCA GAMES)

The OCA Ethics Committee supervises the Host City election procedure, in accordance with the provisions made by the OCA. The Committee may request an amendment to these provisions.

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## **Article 13** Relations Between cities

Each City shall, in all circumstances and at all times, respect the other cities as well as the OCA Members and the OCA itself.



The cities shall refrain from any act or comment likely to tarnish the image of a rival City or be prejudicial to it. Any comparison with other cities is strictly forbidden.

No agreement, coalition nor collusion between the cities or their NOCs aimed at influencing the result is permitted.

## **Article 14** Interpretation and Sanctions

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All questions concerning the Rules of Conduct and matters concerning their interpretation shall be addressed to the OCA .

Minor breaches of the Rules of Conduct will be dealt with by the OCA ;

1. A first breach will result in a confidential observation, in writing, to the City concerned;
2. After consultation with the Ethics Committee, a second breach will result in a written notification to the Members of the OCA Executive Board (and possibly the other Candidate Cities);
3. Further breaches of the Rules will be submitted to the OCA Ethics Committee, which will take the necessary measures.
4. Serious and repeated breaches of the Rules of Conduct will be dealt with by the OCA Ethics Committee. The Committee shall recommend sanctions for approval by the OCA Executive Board.
5. The OCA Members will be informed, in writing, of any sanctions imposed by the OCA Executive Board. A press release will also be issued.



## Appendix 1

Conditions governing the creation and use of logos and emblems.

### Introduction and Definitions

1. The creation and use of logos and emblems by any Applicant City and/or Candidate City in connection with its bid to be appointed as Host of any edition of the Asian Olympic Games shall be subject to the prior written approval of the Olympic Council of Asia (OCA) and the corresponding National Olympic Committee ("NOC") of the territory in which the Applicant City or Candidate City (jointly, "City" or "Cities") is located in accordance with the terms and subject to the conditions set out in this appendix 1:
2. For the purposes of these Rules of Conduct, the following words shall have the following meanings:
  - a. "City Sponsor" shall mean any Sponsor appointed by the Applicant City or Candidate City (as appropriate) to support its bid to Host the Games;
  - b. "City Sponsor Designation" shall mean "Sponsor of [name of the City]" + "[year of the Asian Games for the Hosting of which the City is an Applicant or Candidate]" and no other element, it being understood that the Sponsor Designation shall not include the word "Asian Games";
  - c. "City Word mark" shall mean the [name of the City] + [year of the Games] (on the same line);
  - d. "Designation" shall mean "Applicant City" or "Candidate City", as applicable;
  - e. "Emblem" shall mean an integrated design, including the OCA Symbol and other distinctive design elements, which shall be reflected in the following manner from top to bottom:
    - I. The logo (or such other distinctive design element developed in accordance with paragraph 2.1 and approved for use during the Candidate City phase);
    - II. Designation; and;
    - III. The OCA Symbol, used in accordance with the Graphic guidelines.
  - f. "Games" shall mean any edition of the Asian Games.



- g. "Graphic guidelines" shall mean the document setting out the guidelines for the use of the OCA symbol and usage guidelines.
- h. "Logo" shall mean an integrated design with certain distinctive elements, which shall be reflected in the following manner from top to bottom:
  - I. A distinctive design element developed in accordance with Paragraph 2.1;
  - II. The City Word mark; and;
  - III. The Designation (directly underneath the City Word mark).
- i. "OCA Sponsor" means a Asian Games Partner, another international OCA Sponsor or a Sponsor of the NOC;
- j. "OCA Symbol" shall mean the OCA Sun and Dragon and Falcon of equal dimensions, as described in the OCA Constitution;
- k. "Premium" shall mean those items of merchandise produced by a n y City Sponsor for the purposes of promotion of its partnership with the City, which items:
  - I. Are given away free of charge or sold at a nominal price;
  - II. Bear the Logo together with the mark of the City Sponsor;
  - III. Have been approved by the corresponding NOC for use as Premiums.
- l. "Promotional item" shall mean those items of merchandise produced by any City for the purposes of promotion of its bid, which items:
  - I. Are given away free of charge or sold at a nominal price;
  - II. Bear the Logo but do not bear the mark of any City Sponsor or any other commercial identification; and
  - III. Have been approved by the corresponding NOC for use as Promotional Items.
- m. "Slogan" shall mean a phrase or motto expressing the aims of the City in connection with its bid to be appointed as Host of the Games.

## Applicant Cities for OCA Games

### 1. Creation of a Logo

An Applicant City may create a Logo in connection with its bid to be appointed as Host City of the Games, subject to the conditions that the distinctive design element of the Logo shall not:



- a. Contain any component of the NOC Emblem or a distorted version thereof or a design confusingly similar thereto;
- b. Be limited to the name or abbreviation of the territory in which the city is located;
- c. Contain an image or expression with a well-known international or universal connotation or message; or
- d. Contain the OCA Logo/Symbol, the OCA Motto, the OCA Flag, any other OCA related imagery (e.g. flame, torch, medal, etc.), Slogan, Designation or other indicia or the distorted version thereof or a design confusingly similar thereto.

## 2. Creation of a Slogan

An Applicant City may develop a Slogan, but is not obliged to do so, provided that it does not incorporate any elements of the Logo or any reference to the name of the city, the region or country in which the city is located, the year of the Games.

## 3. Approval of the Logo and/or the Slogan

The Applicant City shall first submit the Logo and the Slogan (if any) to the NOC for approval. If the Logo and/or the Slogan (if any) is approved by the corresponding NOC, the Applicant City shall thereafter submit such Logo and/or Slogan (if any) to the OCA for final written approval prior to any use.

## 4. General Use of the Logo

- a. The Logo must always be reproduced in its entirety and no single element thereof may be used separately;
- b. The position, proportion and design of the Logo must not be altered, distorted or re-drawn in any way whatsoever at any time;
- c. Applicant Cities may not use the OCA Symbol in any manner whatsoever.

## 5. Institutional Use of the Logo and/or the Slogan

Applicant Cities may use the Logo and/or the Slogan (if any) for the purposes of institutional representation of their bid on:

- a. Stationery (e.g. letterheads and business cards);
- b. Candidature documents (e.g. presentations, brochures or videos);
- c. On the official internet site dedicated to their bids.



6. **Promotional Use of the Logo and/or the Slogan**

Applicant Cities may use the Logo and/or the Slogan (if any), provided that there is no third-party association in relation thereto, for the purposes of promotional representation of their bid on a national basis only on:

- a. Advertising;
- b. Advertorials;
- c. Promotional documents (e.g. brochures or magazines); and
- d. Promotional Items.

7. **Commercial Use of the Logo and/or the Slogan**

a. Subject to prior written approval of the NOC, Applicant Cities may develop merchandise for sale bearing the Logo and/or the Slogan (if any) to promote the bid, provided that:

- I. Any such sales, whether through the official internet site of the City dedicated to its bid to Host the Games or otherwise, are limited to the territory of the corresponding NOC; and
- II. There is no third-party association in relation thereto.

b. Applicant Cities may authorise the use of the Logo and/or the Slogan (if any) by third Parties providing financial support to the bid, subject to the following conditions:

- I. Such third party is not a donor;
- II. Such third party is not a competitor in the category of any Olympic Sponsors, it being understood that exceptions may be granted by the OCA or the NOC of the corresponding Applicant City, as applicable, on a case-by-case basis provided that the Olympic Sponsors' rights are fully respected.
- III. Such use is restricted to the territory of the NOC of the corresponding Applicant City;
- IV. The Applicant City provides to the OCA, upon request, copies of all promotional and commercial material; and
- V. The Applicant City shall terminate its relationship with any such third party if so requested by the OCA in writing for any reason whatsoever.

c. Applicant Cities shall ensure that any agreements with third Parties providing financial support to the bid, and in which there is a grant of rights in relation to the Logo and/or the Slogan (if any), shall include provisions to ensure that:



- I. In the event that the Applicant City is not selected by the OCA as a Candidate City, all rights granted by the Applicant City to the use of the Logo and/or the Slogan (if any) terminate on the date of announcement of the Candidate Cities selected by the OCA;
- II. If not terminated earlier pursuant to paragraph c. I. Above, all rights granted by the City in connection with the use of the Logo and/or the Slogan (if any) terminate on the date of the decision to award the Games to any City; and
- III. Third Parties providing financial support to the bid shall have no automatic or binding residual rights, options or other arrangements of any nature, express or implied, with respect to the Games if the City is successful in its bid to be appointed as the Host City of the Games.

Applicant Cities shall supply the OCA, upon request, with copies of all agreements and/or proposed agreements with third Parties providing financial support to the bid.

## Candidate Cities

### 1. Use of the Logo and/or Slogan

A Candidate City may continue to use the Logo and/or Slogan (if any) in connection with its bid to be appointed as Host City of the Games, subject to and in accordance with the conditions set out in paragraph 2. Such use of the Logo and/or Slogan (if any) may be extended to outside the territory of the NOC of the corresponding Candidate City provided, however, that there is no third-party association in relation thereto.

### 2. Creation of an Emblem

A Candidate City may create an Emblem in connection with its bid to be appointed as Host City of the Games, subject to the following conditions:

- a. The Emblem shall reproduce fully, accurately and without embellishment, the colour, design and appearance of the OCA LOGO/ Emblem in accordance with the Graphic Guidelines; and;
- b. The area covered by the OCA LOGO/ Emblem shall not exceed One third of the total area of the Emblem.

### 3. Approval of the Emblem

The Candidate City shall first submit the Emblem to the NOC for approval. If the Emblem is approved by the corresponding NOC, the Candidate City shall thereafter submit the Emblem to the OCA for final written approval prior to any use.



#### 4. General Use of the Emblem

- a. Emblem must always be reproduced in its entirety and no single element thereof may be used separately;
- b. The position, proportion and design of the Emblem must not be altered, distorted or re-drawn in any way whatsoever at any time.

#### 5. Institutional Use of the Emblem

Candidate Cities may use the Emblem inside and outside of the territory of the NOC of the corresponding Candidate City, provided that there is no third-party association in relation thereto, for the purposes of institutional representation of their bid on:

- a. Stationery (e.g. letterheads and business cards);
- b. Candidature documents (e.g. presentations, brochures or videos);
- c. The official internet site dedicated to their bids.

#### 6. Promotional Use of the Emblem

Candidate Cities may use the Emblem inside and outside of the territory of the NOC of the corresponding Candidate City, provided that there is no third-party association in relation thereto, for the purposes of promotional representation of their bid on an international basis on:

- a. Advertising;
- b. Advertorials;
- c. promotional documents (e.g. brochures or magazines);
- d. Pins; and
- e. Promotional displays or venue banners (e.g. exhibition stands).

#### 7. Commercial Use of the Emblem

Candidate Cities shall not use or authorise the use of the Emblem by third Parties for any commercial purpose whatsoever.

#### Recognition and Communication by Third Parties providing financial support to the bid

1. Cities may list the names of third Parties providing financial support to the bid (including donors) on their official Internet site or in their publications provided that such third party is not a competitor in the category of a OCA/ Asian Games Partner or one of their NOC Sponsors;





2. Donors which are competitors in the product/service category of a TOP partner, another OCA/Asian Games Sponsors of the corresponding NOC of the City shall not be authorised to communicate with respect to their donation to the bid or otherwise associate themselves with the bid in any manner whatsoever.

### If the City is awarded Asian Games / Respect of Commitment to OCA Sponsors

1. Cities shall collaborate at all times with the corresponding NOC to fully respect any and all contractual commitments undertaken by the NOC towards the OCA/ Asian Games Sponsors in the implementation of their bids.

The provisions of the Host City Contract between such City, the corresponding NOC and the OCA, together with the provisions of the OCA Constitution, shall apply thereafter.

### Use of the OCA Symbol

1. Cities may not make any use of the OCA Symbol alone for any purpose whatsoever.

## Appendix 2

Conditions governing the creation and use of logos and emblems.

The information in this appendix refers to the OCA GA during which a HostCity is elected, the Briefing for OCA Members in OCA HQ and the Asian Games. This information complements and is an integral part of the Rules of Conduct Applicable to All Cities Wishing to Organise the Asian Games. The information is not exhaustive and may be complemented by further information by the OCA.

Any reference to Applicant and Candidate Cities in this document also encompasses their respective NOCs, the governments/embassies/consulates of the respective countries, Sponsors or any other person or organisation acting for or on their behalf or supporting them.

*\* This meeting is organised in OCA HQ during the Candidate City phase and is structured to provide the OCA Members and the Candidate Cities with the utmost opportunity to interact with and discuss the Candidate Cities' projects.*

### OCA GA during which a Host City is elected

#### 1. Promotion

There may be no receptions held by a Candidate City for any persons other than the City's own delegation. Candidate Cities or any other third party acting for or on behalf of the bid will not be permitted to hire their own premises for promotional activities or to meet with OCA Members

(e.g. NOC house or Bid City Restaurant etc.). The Candidate Cities will, however, be provided with the opportunity to have a suite at the official OCA Hotel where the cities can meet with OCA Members to discuss their projects.

The above rule, however, does not prevent the Candidate Cities from organising activities for their own delegations, in the spirit of moderation.

No OCA Members, apart from the OCA Members of the countries concerned or officials of the country organising the GA, may be invited to a reception organised by a Candidate City or to any form of diplomatic reception organised by the country of a Candidate City.

Embassy/Consulate premises may not be used for any meetings with OCA Members.

#### 2. Advertising

In line with Article 7 of the Rules of Conduct, the Candidate Cities may not



carry out any form of international promotion in the country where the Host City election will take place during the three-week period before the election. The Candidate Cities may not undertake any form of written advertising in the local or international media during this three-week period (this includes magazines, newspaper wraps, internet and television). Interviews and editorials are, however, permitted.

Furthermore, there may be no form of "building wrap"/external decoration or any billboard advertising whatsoever relating to any candidature.

### 3. Media

The OCA will provide each City with the opportunity to hold a press conference in the GA venue following its final presentation to the OCA Members. If Candidate Cities wish to hold other press conferences, they may do so, but not in the official OCA Hotel or the GA venue.

There must be no reception at the end of any press conferences.

### 4. Document Distribution

Documentation in English may be distributed in line with instructions provided by OCA Asian Games Department.

No documents may be delivered by the Cities or any third party working on their behalf to the OCA Members' hotel rooms.

## Briefing for OCA Members

### 1. Promotion

Candidate Cities may not organise any receptions and are not permitted to hire their own premises for promotional activities or to meet with OCA Members (e.g. NOC house or Bid City Restaurant etc.).

There may be no receptions held by a Candidate City for any persons other than the City's own delegation.

Embassy/Consulate premises may not be used for any meetings with OCA Members.

### 2. Media

If Candidate Cities wish to hold a press conference, they may do so, but not at the OCA Headquarters or any other venue as specified by the OCA. The OCA will not provide the cities with the opportunity to hold a press conference.

There must be no reception at the end of any press conferences.

### 3. Document Distribution

Documentation in English may be distributed in line with instructions provided by OCA Asian Games Department.



No documents may be delivered by the cities or any third party working on their behalf to the OCA Members' hotel rooms.

## Asian Games (Summer, Indoor and Martial Arts, Winter, Beach, Youth)

### 1. Promotion

Applicant/Candidate Cities may set up a bid exhibition in the respective NOC House or at a location be approved by the OCA during the Asian Games if they so wish and promotional documentation may be distributed.

Cities are permitted to have some element of team visibility on their official clothing during the Games, provided the following is respected:

- Cities may use their Logo (i.e. graphic device – see definition in appendix 1) on items of clothing;
- The Logo in its entirety shall not be larger than 30 cm<sup>2</sup>;
- Only City representatives (excluding national delegations, athletes and NOC accredited persons) may wear the items of clothing;
- There must be no advertising or trademark on the items of clothing except the manufacturer's mark (see below);
- The identification of the manufacturer on the clothing should be in accordance with Rule of the OCA Constitution, in particular:
- The identification of the manufacturer shall not appear more than once per item of clothing;
- Any manufacturer's identification must not exceed 20 cm<sup>2</sup>.

All other forms of identification on Applicant or Candidate Cities' clothing are prohibited.