



**WBSC**

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

**Guidelines  
Gift & Hospitality**

28th June 2021

# WBSC

WORLD  
**BASEBALL SOFTBALL**  
CONFEDERATION

*Game Time!*

## INDEX

1. Introduction	2
2. Application	2
3. Definitions	2
4. Responsibilities of Officials	3
5. Policy	4
6. Approval Procedure	4
Appendix	6

## 1. Introduction

The WBSC recognises that National Associations, service providers and other stakeholders might from time to time offer gifts and other Benefits to WBSC Secretariat and/or Officials. This document sets out the WBSC policy on giving and accepting Gifts and Hospitality, and details responsibilities and procedures for the authorisation and recording of such instances.

## 2. Application

2.1 This policy applies to all officials elected or appointed, as well as all “employees” of the WBSC.

2.1.1 “Employees” refers to all permanent, part-time, temporary and contract employees, including volunteers.

2.2 A WBSC official must comply with the Gift & Hospitality Policy in order to:

(a) Prevent actions giving rise to the perception that the interests of the WBSC are being compromised by giving or accepting Gifts or Hospitality which is unreasonable or disproportionate.

(b) ensure compliance with the WBSC Integrity Code (in particular the rules relating to bribery and anti-corruption) and with applicable laws.

(c) Prevent bringing the WBSC or Baseball, Softball or Baseball5 into disrepute.

2.3 This policy will come into force on 28. June 2021.

## 3. Definitions

“**Gift**” means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel not in connection to the carrying out of their duties, entertainment and food are gifts.

“**Gift**” does not include:

- 1) plaques or trophies, and
- 2) tickets, including hospitality invitations, to sporting events received in connection to with the carrying out of their duties

“**Customary Standard**” means that the Gift is consistent with the value of gifts typically exchanged between representatives of organisations as a matter of custom and protocol in the host country (or the country of the person offering the Gift). The Gift should have a symbolic or trivial value, which is open to a certain degree of interpretation based on specific local and regional circumstances, it constitutes a globally applicable maximum limit in respect



of the kind of Gift that may be given or accepted. In any event, the Gift must always comply with the other criteria in this Policy in order not to violate the WBSC Integrity Code. In terms of Hospitality, it means it is consistent with a day or part of a day at a sporting, cultural, entertainment, conference, convention or other event, including a ticket or accreditation, local transportation to and from the event, and meals throughout the day that is the prevailing standard in the host country.

**"Gift and Hospitality Register"** means the information compiled by the WBSC Integrity Unit of all Gifts and Hospitality offered or received by WBSC Officials (including WBSC staff, commission's members and other volunteers) over the value of USD 300 (USD 450 for the WBSC President, WBSC Executive Director and WBSC Executive Board Member). Said item must be disclosed to, recorded and approved by the WBSC Integrity Unit. If it is not approved, it must be withdrawn or returned.

**"Hospitality"** means providing or arranging for the provision of food and drink and/or attendance at events, shows, dinners, conferences or other events - including providing or arranging related accommodation and/or transportation for him/her-self or his/her immediate family (being a partner/spouse, parent, sibling, child or dependant).

#### **4. Responsibilities of Officials**

- 4.1 A WBSC Official should not do anything that might give the impression that he/she has been or might be influenced by a Gift or Hospitality to show bias for or against any person or organisation while carrying out official duties for the WBSC.
- 4.2 A WBSC Official must exercise his/her judgment to determine whether it is reasonable and proportionate to accept a Gift or Hospitality. WBSC Officials should consider whether acceptance:
  - (a) Has merely symbolic or trivial value;
  - (b) Is likely to help business effectiveness;
  - (c) Places any obligation or perceived obligation on the recipient;
  - (d) Is frequent, lavish or prolonged;
  - (e) Has potential danger of influencing the execution or omission of an act that is related to the Official activities or falls within their discretion;
  - (f) Does not create any conflict of interest;
  - (g) Is not contrary to the duties of the individual concerned;
  - (h) Can be justified; and
  - (i) Provides benefits to the WBSC that outweigh the risk of possible misperception of the hospitality.

Accepting or giving any Gift or Hospitality or other benefit that contravene any of these criteria are prohibited.

- 
- 4.3 Particular care must be taken in relation to Gifts offered by suppliers, other commercial partners and interested parties to influence decisions relating to the awarding of WBSC commercial contracts, particularly for media rights, events and sponsorship.
  - 4.4 Where suppliers or commercial partners have made available certain products or services to WBSC Officials as value in kind pursuant to the terms of an approved partnership agreement, the acceptance of such products by a WBSC Official shall be considered to comply with this policy, regardless of whether the value of the product is greater than USD 300 / USD 450 as outlined in article 3.

## **5. Policy**

- 5.1 A WBSC Official may offer and accept reasonable and proportionate Gifts and Hospitality of a Customary Standard, solely as a mark of respect or friendship.
- 5.2 A WBSC Official may never accept or give any cash Gift (other than in connection with the legitimate reimbursement of expenses or per-diem allocation in accordance with the relevant WBSC policy).
- 5.3 The Hospitality shown to any person accompanying a WBSC Official shall not extend beyond the Customary Standard.
- 5.4 In all circumstances, any Gifts and/or Hospitality that are (individually or in aggregate) worth more than USD 300 (USD 450 for WBSC President, WBSC Executive Director and WBSC Executive Board Member), must be disclosed to, recorded and approved by the WBSC Integrity Unit. If it is not approved, it must be withdrawn or returned.
- 5.5 The WBSC Integrity Unit will, with the support of the WBSC office, review and maintain the Gift and Hospitality Register on behalf of the WBSC, which will be available for review on request.

## **6. Approval Procedure**

- 6.1 For all Gifts and/or Hospitality worth more than USD 300 (USD 450 WBSC President, WBSC Executive Director and WBSC Executive Board Member), individually or aggregated, the recipient must disclose the item by completing the Gift/Hospitality Form included at Appendix 1.
- 6.2 If the Gift has been declined by the recipient, no further action is required.

- 
- 6.3 If the Gift has been accepted by the recipient, then the form must be sent to the WBSC Integrity Unit. If the Gift is approved, there is no further action required. If the Gift is refused, the WBSC Integrity Unit decides, based on the circumstances of each case, whether the Gift must be returned with a suitably worded letter explaining why it cannot be accepted or kept in the premises of the WBSC.
- 6.4 The decision of the WBSC Integrity Unit will be communicated to the WBSC Official in writing.

*This Policy came into force on 28<sup>th</sup> June 2021*

## Appendix

### GIFT / HOSPITALITY FORM (Part 1)

Underline what is correct

**(AUTORISATION / OFFER ACCEPTED / OFFER DECLINED)**

Name of recipient:	
Name of ultimate recipient if not as above (i.e. if gift or hospitality passed on to someone else):	
Description of the gift/hospitality:	
Estimated or known value:	
Date and place of offer:	
Who made the offer:	
Why the offer was made:	
Is there a current/potential contract with the donor? If yes provide details:	

**Signature of recipient:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This document has to be sent to: *integrity@wbsc.org***



**GIFT / HOSPITALITY FORM (Part 2)**

(Only in the case of refusal of a gift/hospitality)

Reasons why approval has not been granted:	
Has the gift being returned?	
Has the gift been used or disposed of? If so, give details:	
Has the gift been donated to a nominated charity?	

**Signature approving officer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**This document has to be sent to: *integrity@wbsc.org***