

TIFAM Conflict of Interest Policy and Register of Interests

1 Purpose

TIFAM decisions must serve the organisation, its members and the sport.

This policy helps directors, officers, selectors, officials and volunteers recognise, declare and manage interests that may affect impartial judgement.

Declaring an interest protects both the person and TIFAM.

2 Scope

This policy applies to:

- directors;
- company officers;
- committee members;
- selectors;
- disciplinary panels;
- appeal panels;
- coaches;
- tutors;
- assessors;
- referees;
- technical officials;
- event-sanctioning personnel;
- persons approving spending;
- persons selecting suppliers;
- volunteers making decisions for TIFAM.

3 Meaning of conflict of interest

A conflict arises where a personal, family, financial, professional, club, competitive or organisational interest may affect a TIFAM decision.

A conflict may be:

Actual:

The interest directly affects the matter.

Potential:

The interest may affect a later decision.

Perceived:

A reasonable person may question impartiality.

Conflict of loyalty:

Duties to another club or organisation compete with duties to TIFAM.

The existence of a conflict does not automatically indicate misconduct.

Failure to declare or manage it may create misconduct.

4 Examples

Examples include:

- selecting a family member;
- selecting a close friend;
- deciding a complaint involving a personal rival;
- approving payment to a connected business;
- assessing a coach employed by the assessor;
- voting on a matter affecting the person's own club;
- deciding a qualification affecting a commercial competitor;
- accepting a gift from a supplier;
- using confidential information for personal benefit;
- sitting on a disciplinary panel after advising one party.

5 Duty to declare

A person shall declare a relevant interest as soon as it becomes known.

The declaration should describe:

- person or organisation connected with the interest;
- nature of the connection;
- decision affected;
- financial or other benefit;
- expected duration.

Doubt should lead to disclosure and advice.

6 Register of Interests

TIFAM shall maintain a Register of Interests.

Directors and persons holding senior decision-making roles shall provide an annual declaration.

The register may record:

- employment;
- business interests;
- directorships;
- trusteeships;
- ownership in relevant suppliers;
- close family connections;
- significant club offices;
- sporting offices;
- gifts or hospitality;
- other relevant interests.

The register shall be updated when circumstances change.

7 Meetings

Conflicts shall appear as a standing agenda item.

At the beginning of the relevant discussion, the person shall declare the interest.

The chairperson shall decide whether the person may:

- receive papers;
- remain for factual questions;
- take part in discussion;
- vote;
- count towards attendance for that item.

A person with a direct material conflict should ordinarily leave the discussion and decision.

Minutes shall record:

- declaration;
- person concerned;

- matter affected;
- action taken.

8 Selection decisions

A selector shall declare any:

- coaching relationship;
- family relationship;
- close personal connection;
- club connection affecting impartiality;
- financial interest.

The remaining selectors shall decide the suitable management step.

Possible steps include:

- withdrawal from scoring one candidate;
- withdrawal from the entire selection;
- appointment of an independent selector;
- use of verified objective results;
- written reasons.

9 Disciplinary and appeal cases

A person shall withdraw where they:

- witnessed the incident;
- investigated the complaint;
- advised a party;
- hold a close connection with a party;
- possess a direct personal interest;
- face another circumstance reasonably affecting impartiality.

A substitute shall be appointed under the Disciplinary Procedure.

10 Procurement and financial decisions

A person connected with a proposed supplier shall declare the connection.

That person shall take no part in choosing the supplier.

Payments to a connected person or business require:

- genuine organisational need;
- reasonable price;
- recorded approval;
- withdrawal of the interested person;
- compliance with the Financial Controls Policy.

11 Gifts and hospitality

A gift, payment, discount or favour offered to influence a decision is prohibited.

A modest item of ordinary hospitality may be accepted where it:

- creates no obligation;
- carries limited value;
- cannot reasonably affect judgement.

Cash gifts connected with official duties are prohibited.

12 Confidential information

A person shall avoid using TIFAM information for:

- private gain;
- club advantage;
- competitive advantage;
- commercial gain.

Confidential papers received through a conflicted role shall be protected or returned as directed.

13 Managing a conflict

A conflict may be managed through:

- disclosure;
- withdrawal;
- restricted access to papers;
- independent review;
- reassignment;
- substitute decision-maker;
- recorded safeguards;
- ending the conflicting arrangement.

The response shall match the seriousness of the interest.

14 Failure to declare

A possible failure to declare should be raised with:

- Chairperson;
- Secretary;
- another director free from the concern.

A minor and promptly corrected failure may receive guidance.

Deliberate concealment, improper influence or personal gain may proceed through the Disciplinary Procedure.

A decision affected by an undeclared conflict may be reviewed or set aside.

15 Register template

The Register of Interests should contain:

- name;
- TIFAM role;
- interest declared;
- connected person or organisation;
- date declared;
- decisions affected;
- management action;
- review date;
- date the interest ended.

16 Review

TIFAM shall review this policy regularly and after a case exposing a weakness in conflict controls.