



The FootGolf Association of England

Policy Handbook 2023

The FootGolf Association of England is a registered Company at Companies House, registration number 13049205 and is the Official member of the Federation for International FootGolf (FIG). We are also the National Governing Body responsible for the development of social and competitive FootGolf within England.



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1. FGAoE's Anti-Doping Policy

All athletes have the right to compete in sport knowing that they, and their competitors, are clean.

FootGolf Association of England (FGAoE) believe in clean sport and work in partnership with UK Anti-Doping (UKAD) and our international federation, Federation for International FootGolf (FIFG) to ensure that the integrity of our sport is protected.

The anti-doping rules of FGAoE are the rules published by UK Anti-Doping (or its successor), as amended from time to time.

If you are a member of FGAoE then the anti-doping rules apply to you, regardless of what level you participate at. You can find the UK Anti-Doping Rules [here](#).

World anti-doping code

From 1 January 2021, a new version of the Code came into effect and it's important that all athletes and athlete support personnel are aware of how this impacts them.

For more information on the changes within the 2021 Code, visit UKAD's website [here](#).

Under the 2021 Code, an athlete may be classified as being "International-Level", "National-Level" or a "Recreational Athlete" based on their competition level. Further information on these different categories is available on the UKAD website [here](#).

Anti-doping rule violations

Breaking the anti-doping rules can result in a ban from all sport. The Code outlines the anti-doping rule violations (ADRVs). Athletes and athlete support personnel need to make sure they are fully aware of these violations, and the consequences of breaking them.

For more information and what this means for those individuals, [click here](#).

There are 11 ADRVs. All 11 apply to athletes, the ADRVs in **bold** apply also to athlete support personnel:

- Presence
- Use or attempted use
- Evading, refusing or failing to submit to sample collection
- Whereabouts failures
- Possession
- Administration or attempted administration
- Tampering or attempted tampering
- Trafficking or attempted trafficking
- Complicity or attempted complicity
- Prohibited association
- Acts by an athlete or other person to discourage or retaliate against reporting to authorities

For information on individuals serving a ban from sport, visit UKAD's sanction page on their website [here](#).

Strict liability

Athletes need to be aware of the principle of strict liability. This means an athlete is responsible for anything found in their system, regardless of how it got there or whether there is any intention to cheat.

All athletes and athlete support personnel should make themselves aware of the risks, so they don't receive an unintentional ban from sport. Useful information for athletes can be found on the UKAD website [here](#).

The Prohibited List

All prohibited substances and methods in code-compliant sports are outlined in the Prohibited List. The Prohibited List is managed and coordinated by WADA, found on the WADA website [here](#).

The List is updated each year, coming into effect on 1 January. It is possible for WADA to make changes to the List more than once a year, but they must communicate such changes three months before they come into effect. As this list is updated annually, athletes and athlete support personnel should make sure they check it ahead of it coming into effect. More information can be found on UKAD's website [here](#).

Medication

Before taking any medication (whether from a doctor or purchased over the counter), athletes must check to make sure it doesn't contain any prohibited substances. Medications (ingredients or brand name) can be checked online at [Global DRO](#). It is important to note that medications bought in one country may contain different ingredients to the same branded medication in another country. For more information on checking medications, visit UKAD's website [here](#).

If an athlete with a legitimate medical condition needs to use a prohibited substance or method, they may need to apply for a Therapeutic Use Exemptions (TUE). More information about the TUE process can be found on the UKAD website [here](#) and may want to use the [TUE Wizard](#) to find out whether they need to apply for a TUE and who to submit their application to.

Please see the video below from UKAD's Athlete Commission member and British Paralympic Powerlifter, Ali Jawad, on using Global DRO - <https://youtu.be/ABLbo20B-3Q>

Supplements

Where possible athletes should look for a "food first" approach to support their training. With a bit of planning, it is possible to eat a delicious and healthy diet made up of a variety of food types at the right time, and in the right quantities.

Athletes should assess the need, the risks and the consequences before deciding to take a supplement. More advice on managing supplement risks can be found on UKAD's Supplement Hub [here](#).

All athletes should be cautious of any supplement they choose to take. [Informed-Sport](#) provides a list of batch tested supplements to minimise risk, but there is no guarantee that any supplement is free from banned substances.

Support and advice

If you have further questions and need additional guidance, please contact either:

- UKAD directly: ukad@ukad.org.uk or +44 (0) 207 842 3450
- FAGE's anti-doping lead Sean Rontree

Regular updates from UKAD can also be found in the news section of their website, or on their Twitter account: [@ukantidoping](https://twitter.com/ukantidoping).

2. Child Protection and Safeguarding Vulnerable Adults Policy

The FootGolf Association of England, (hereby referred to as the FGAoE) is committed to providing a safe environment for persons under the age of 18 years (hereby referred to as a child) and Vulnerable Adults (hereby referred to as V.A.) attending FootGolf events in England. A vulnerable adult can be defined as a person over 18yrs, who has special needs. This can be anything from any disability, both physical and mental, special care requirements and dependency upon others. In some cases, communication is difficult.

Harm can occur in a variety of ways, such as:

- Through an accident; and, or
- Through bullying by others; and, or
- Misguided actions by adults; and, or
- Through deliberate actions of using FootGolf events to make contact with a child/V.A. in order to cause harm or abuse.

By adopting a policy such as this, we demonstrate our commitment to young people and V.A. to maintain a safe environment and minimise the possibility of such an occurrence.

The aims of the FGAoE are:

1. To ensure all members of the FGAoE Board, contractors and casual members are aware of this policy and adhere to its advisory directions wherever required; and
2. To ensure all member counties having children or V.A. in their membership, have a Child Protection Officer (CPO) responsible for implementing the Child/V.A. Protection Policy within their county. This includes all "casual" and occasional child/V.A. bowlers within the county; and
3. To ensure the CPO is aware of this policy and actively encourage its implementations throughout their county; and
4. To include this policy in the constitution of the FGAoE.

Signed: **Paul Boulton**
President FGAoE.

Dated : 30th March 2023

Child/V.A. Protection Policy

The FGAE is committed to:

1. Ensuring all children/V.A. are protected from harm at all times when attending a FootGolf event.
2. Ensuring all children/V.A. are aware of this policy and feel free and confident to notify the Child Protection Officer responsible for them should they be worried or concerned for any reason.
3. To ensure children/V.A. are welcomed into the FGAoE and its members' events and enjoy the experience in complete safety.
4. To ensure all parents attending events, either competing or supporting their child/V.A., are assisted in their responsibilities of care for the child whilst at the event.
5. Ensure the implementation of this Child Protection Policy.
6. Act as a source of advice to all its members regarding all child/V.A. protection matters and seek advice from other authorities as and when required.
7. Ensure that all child/V.A. protection concerns are reported to the necessary authorities without delay.
8. Ensure full records are kept, securely, of all counties having children/V.A. in their membership, required details are names, addresses, contacts, medical information and any reported incidents involving those children/V.A. To conform to standards set by the Data Protection Act, the records shall be kept as follows:
 - (a) Criminal Records Bureau (hereby referred to as CRB) Checks: Shall be kept for 6 (six) months from the date of the check. This will only be exceeded after gaining permission from the person who was checked.
 - (b) Reports of Abuse (non-referral to authorities): These shall be kept for a period of 12 (twelve) months after the child has reached the age of 18 years. 12 (twelve) months in the case of a V.A.
 - (c) Reports of Abuse (referral to authorities): These will be kept for a period of 6 (six) years after the date of the reported incident.
9. Ensure our Child Protection/Vulnerable Adult Policy is reviewed, at least every 2 years, to ensure its relevance and effectiveness.

Child Protection Procedure

Each member county with a child/V.A. in its membership is required to:

1. Have at least 1 Child Protection Officer (CPO), who is responsible for the implementation of this policy and the code of conduct for their county.
2. These CPO's are to be checked through the Criminal Records Bureau (CRB.) And complete training course, safeguarding children - foundation.

3. Inform the Child Protection Officer of the FGAoE of any member of their county classified as a child/V.A.
4. Inform the CPO of the FGAoE, by way of completing and returning the appropriate form(s), of any incidents involving any child/V.A in their care. This should be done within a 24-hour period directly after the event has been reported.
5. Ensure that all incidents relating to children/V.A. are reported.
6. Ensure the CPO is aware of the contact details of authorities which deal with incidents relating to children.

Code of Conduct

The FGAoE also requires all its members, whether or not they have children/V.A. in their membership to comply with the Code of Conduct:

1. Whilst attending events including children/V.A, we all have a responsibility for their wellbeing. Their safety is to be always paramount.
2. Never use any kind of physical punishment or chastisement such as smacking or hitting.
3. Do not smoke in front of them.
4. Do not use or be under the influence of any unprescribed drugs or be under the influence of alcohol.
5. Never behave in a way that would frighten or demean any child/V.A.
6. Do not use any racial, sexist, discriminatory or offensive language.
7. Do not give presents or personal items to a child/V.A.
8. Do not invite any child to your home/V.A., or arrange to meet them alone outside the FootGolf fraternity.
9. You should exercise caution about being alone with a child/V.A. Where it is necessary to do so, ensure someone knows what you are doing, try to stay in sight of another adult, keep a door ajar, within earshot of others if at all possible and IMPORTANTLY make notes after the meeting regarding the conversation, in case it should be required for investigative reasons, and report the incident to the County Child Protection Officer within 24 hours.
10. Any physical contact should be initiated by the child/V.A., e.g. hugs when upset, or help with toileting (only if the child/V.A. is unable and only with parental consent.) Try to encourage the child/V.A. to carry out personal cleansing themselves.
11. Try to listen to children/V.A and raise their self-esteem as much as possible.
12. Ensure that you are aware of the Child Protection Policy, and you know how and who to contact should the need arise.

13. REMEMBER you are there to listen to the worries and concerns of the child/V.A.; you are there to investigate only. Once information has been received, take the appropriate action, also report it to the FGAoE CPO. They will advise on the correct course of action.
14. Please seek advice and support from authorities, your colleagues and or the FGAoE CPO whenever it is required.
15. Please make clear to anyone disclosing any matter of harm or abuse to a child/V.A., that you cannot guarantee to keep this information to yourself. It is your responsibility to report such information to the authorities.

Definitions of Abuse

Definitions of abuse, for guidance purposes, as set down by the NSPCC are:

1. **Physical.** This may be hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing the child physical harm or preventing harm befalling the child/V.A.
2. **Emotional Abuse.** This is when the child/V.A. is persistently being emotionally maltreated so as to have adverse effects upon the development of the child/V.A. This may be persistently running the child/V.A. down, telling them they are worthless, inadequate, unloved, unwanted. It may feature too heavy an expectation being placed upon the child/V.A., not allowing the child/V.A. to socially interact with its peers so as to learn and develop. It could be the child/V.A. overhearing abuse of another. Bullying could cause the child/V.A. to become frightened, or in danger.
3. **Sexual Abuse.** This is when a child or V.A. is forced or enticed to take part or view sexual activity, including prostitution, whether or not the child/V.A. is aware of what is happening. This may involve physical contact, penetrative and non-penetrative acts such as kissing, touching and fondling.
4. **Neglect.** This is the persistent failure to meet the basic physical and psychological needs of the child/V.A., which is likely to result in the serious impairment of the child's/V.A. health or development. This may be through lack of food, clothing, shelter and exclusion from home or abandonment. Failure to ensure adequate supervision, appropriate medical assistance and being unresponsive to a child's/V.A. basic needs are also neglect.
5. **Bullying.** This can be defined as deliberate, hurtful behaviour, usually repeated over a period of time so as to make those being bullied unable to defend themselves. There are 3 main forms of bullying, physical (hitting, kicking, theft,) verbal (racist or homophobic remarks, threats, name calling,) and emotional (isolation from activities, social acceptance of their peer group.) Bullying can cause considerable distress, sufficient to cause them significant harm in extremes.

This list is not exhaustive, it is included as a guide to what to look for only. It is the responsibility of the County CPO to act upon the concerns of the person responsible for implementation of the policy.

Recognising abuse is not easy. Remember, after training, it is the responsibility of the county CPO to decide if abuse has taken place, or if a child is at significant risk from harm. It is the responsibility and

duty of any member of club or county to act and report on any suspicions you may have, or have reported to you, and pass this information onto the relevant responsible person, or CPO.

Help and assistance

Should you feel you need advice, please do not hesitate to contact any of the following:

NSPCC 0808 800 5000 E-mail: help@nspcc.org.uk

This national organisation has the power to investigate any notification of child abuse, and will advise accordingly.

Police

Contact your local station for advice or in emergencies call 999. The police are also authorised to investigate cases of child abuse.

Local County Council

Most have a dedicated department ensuring the safety of children in your county.
FGAE Child Protection Officer. Currently – **Leza Rogerson**

Code of Conduct

It is the policy of the FootGolf Association of England (“**FGAoE**”) that all FootGolf players and spectators show respect and understanding for each other and conduct themselves in a way that reflects the principles of the FGAoE.

All players and supporters are expected to act in a manner which does not prejudice the good name of the FootGolf Association of England and to conduct themselves in a manner that will not have any reproach on the FGAoE or the sport of FootGolf. The FGAoE will not tolerate or condone any of the following from players or spectators either during the event or whilst socialising:

- Drunken or loutish behaviour which causes annoyance to other people (e.g. causing an unnecessary disturbance such as running and shouting through confined areas such as corridors).
- The use of foul or abusive language in such a manner as to cause offence to the person being spoken to or people in the vicinity.
- Under no circumstances will any form of threatening or derogatory remarks directed at individuals, players or spectators be accepted.
- Causing damage to other people’s property (wilful or accidental).
- The theft of other people’s property.
- Causing an affray.

This is not an exhaustive list but it does give an outline of actions that may result in a complaint being made against an individual or group attending a venue which is being used to hold an FGAE event.

Further information on the code of conduct can be obtained from the Secretary of the FGAE.

Dress Code

The Officers of the FGAE reserve the right to exclude any player wearing clothing that is considered as being outside the prescribed dress code, which is Tour kit is to be worn –

- Collared shirt (single layer)
- Smart Shorts
- Long socks (to be always pulled up)

NO

- Football Boots
- Football Badges
- Tracksuit Pants
- Denim

3. Equality and Diversity Policy

Introduction

The FootGolf Association of England (“**FGAoE**”) has a desire and a duty to provide services fairly, without discrimination, and is fully committed to the principles of equality of access and opportunity. It is widely recognised that sport has an important role to play in society. In this respect the FGAE has developed this Equality Policy to illustrate its commitment to the principles of equality of opportunity.

As attitudes in sport and society are changing, it is appropriate that the FGAoE continually monitors its own policy and implementation programme, thereby encouraging equity in the sport of FootGolf.

This document sets out a number of proactive steps that will be taken to ensure the principles of sports equality are adhered to throughout FootGolf. This Policy is aimed first and foremost at the FootGolf Association of England.

Policy Objectives

The FGAoE is fully committed to the principles of equality of opportunity and is responsible for ensuring that no volunteers, participants or members are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the "Protected Characteristics").

In addition, the FGAoE recognises that we live in a diverse society and will endeavour to ensure that all participants of FootGolf are given the same opportunities regardless of their socio-economic backgrounds.

The FGAoE will encourage partner organisations to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy.

Purpose of the Policy

The FGAoE recognises that individuals (and/or certain groups in our society who share one or more Protected Characteristics) may not have been able to participate equally and fully in the sport of FootGolf.

In some instances, this may have been as a result of unlawful discrimination. This Policy has been produced to try to prevent and address any unlawful discrimination or other unfair treatment, whether intentional or unintentional, direct or indirect, that may preclude them from participating fully in the sport of FootGolf.

Legal Requirements

The FGAoE is required by law not to unlawfully discriminate against players of FootGolf and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010 and any equivalent legislation (as amended) in any UK jurisdiction and any later amendments to such legislation or subsequent equality related legislation that may be relevant to the FGAE.

The FGAoE will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

Discrimination, harassment, bullying and victimisation

The FGAoE recognises that Unlawful discrimination can take the form of any of the following examples, including but not limited to the following examples, which are categorically deemed as being unacceptable:

- **Direct Discrimination:** Treating someone less favourably than you would treat others in the same circumstances on the grounds of the Protected Characteristics; and
- **Indirect Discrimination:** This occurs when, for example, a job requirement or condition is applied equally to all, which has disproportionate and detrimental effects upon one sex or racial group because fewer of that group can comply with it and the requirement cannot be justified in relation to the job; and
- **Harassment:** Harassment can be described as inappropriate actions, behaviour, comments or physical contact that is objectionable or causes offence to the recipient. It may be, for example, of a sexual or racial nature or it may be directed towards people because of their age, their sexuality, a disability, or some other characteristic. Such behaviour is unacceptable and cannot be excused on the grounds that the harasser did not intend it.
- **Bullying:** Bullying is the misuse of power, the act of criticising persistently or to humiliate and undermine an individual's confidence.
- **Victimisation:** Subjecting someone to a detriment because he or she has, in good faith, taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose of, or in connection with, the Equality Act 2010 (or any equivalent legislation).

The FGAoE regards discrimination, harassment bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Member who unlawfully discriminates against, harasses, bullies, or victimises any other person.

Reasonable Adjustments

When any decision is made about an individual, the only personal characteristics that may be considered are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

The FGAoE recognises that it has a duty to make reasonable adjustments for disabled persons.

The FGAoE will consider all requests for adjustments and, where possible, will accommodate reasonable requests, and will work to implement any adjustments that will enable participation more fully in the sport of FootGolf.

Transgender Athletes

The FGAoE considers that FootGolf is a gender affected sport under the Equality Act 2010 and refers any transgender participants to its policy relating to participation by transgender persons.

Responsibility

The following responsibilities will apply:

The Board of Directors of the FGAoE is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed when appropriate. The FGAoE Board is also responsible for ensuring that this Equality Policy is enforced, and any breaches are dealt with appropriately.

A member of the Board will be appointed as the "Equality Champion" and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Executive Committee takes equality issues into consideration when making decisions.

All those participating in FootGolf have the responsibility to respect, follow and promote the spirit and intentions of this Equality Policy.

Implementation

This Equality Policy will be implemented immediately following approval at the Annual General Meeting. Implementation requires the following;

Actions

The FGAoE is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults.

No applicant for any post will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.

This policy document and supporting guidelines will be available to all players of FootGolf.

All players of FootGolf have the responsibility to respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.

Communication

This Equality Policy will be communicated in the following ways:

The Policy will be available on the FootGolf website ([Home | FootGolf Association of England \(fgaengland.com\)](http://www.fgaengland.com)). Reference will be made to this Equality Policy in any code of conduct, this Equality Policy is for guidance only.

The Policy will be highlighted to all officers and volunteers in FGAoE events.

Copies in other formats will be available from the FGAoE Secretary on request.

This policy will apply for a period of three years during which time the FGAoE will monitor and evaluate its success regularly.

Each time this Policy is reviewed, all FGAoE Board members will be consulted. Following consultation, a notice of the changes being made will be publicly available.

Complaints

To safeguard an individual's rights under the policy, any person who believes that he/she has suffered inequitable treatment within the scope of this policy may raise the matter through the appropriate grievance procedure.

Appropriate action will be taken against any person who violates the FGAoE Equality Policy.

Where the violation of the Equality Policy by way of bullying, harassment, victimisation or unlawful discrimination amounts to a criminal offence, the appropriate authority will be informed.

Complaints procedures are available from the secretary of the FGAoE.

Equality Policy Statement

The FGAoE is responsible for ensuring that no officer or Board member receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the 'Protected Characteristics').

In addition, the FGAoE will endeavour to ensure that all those participating in FootGolf are given the same opportunities regardless of their socio-economic background.

The FGAoE will endeavour to ensure that everyone who wishes has an equal opportunity to participate in the sport of FootGolf at all levels and in all roles.

Commitment to Action

Specific actions will be established to address inequality and promote equality.

The FGAoE will provide appropriate training as necessary to its Officers, Directors, member counties and Clubs and any other key volunteers to raise awareness of both collective and individual responsibilities.

The FGAoE will publicise its Equality Policy to all through its website.

4. Complaints, Disciplinary or Grievance Policy

Introduction

The FootGolf Association of England is committed to providing a quality service for its members and working in an open and accountable way that builds the trust and respect of its members and participants of FootGolf.

One of the ways in which we can continue to improve our service is by listening and responding to the views of our members, and in particular by responding positively to complaints, and by putting mistakes right.

Therefore, we aim to ensure that:

- Making a complaint is as easy as possible; and
- We treat a complaint as a clear expression of dissatisfaction with our “service” which calls for an immediate response; and
- We deal with it promptly, politely and, when appropriate, confidentially; and
- We respond in the right way – for example, with an explanation, or an apology where circumstances deem this appropriate, or information on any action taken; and
- We learn from complaints, use them to improve our services, and review annually our Complaints.

Policy and Procedures

The FootGolf Association of England recognises that many concerns will be raised informally and dealt with quickly. Our aims are to:

- Resolve informal concerns quickly; and
- Keep matters low-key; and
- Enable mediation between the complainant and the individual to whom the complaint has been referred.

An informal approach is appropriate when it can be achieved, but, if concerns cannot be satisfactorily resolved informally, then the formal complaints procedure should be followed, which shall be at the discretion of the FGAoE. The FootGolf Association of England defines a complaint as any expression of dissatisfaction (with the FGAoE or one of its officers) that relates to the FootGolf Association of England and requires a formal response. The formal complaints procedure is intended to ensure that all complaints are handled fairly, consistently and wherever possible resolved to the complainant’s satisfaction.

The FootGolf Association of England’s responsibility will be to:

- Acknowledge the formal complaint in writing; and

- Respond within a stated period of time; and
- Deal reasonably and sensitively with the complaint; and
- Take action where appropriate.

A Complainant's responsibility is to:

- Bring their complaint, in writing, to the FootGolf Association of England's attention normally within eight weeks of the issue arising; and
- Raise concerns promptly and directly with the Secretary of the FootGolf Association of England; and
- Explain the problem as clearly and as fully as possible, including any action taken to date; and
- Recognise that some circumstances may be beyond Bowls England's control.

Responsibility for Action

Responsibility for handling the complaint lies with the Board of Directors of the FootGolf Association of England.

Confidentiality

Apart from in exceptional circumstances, every attempt will be made to ensure that both the complainant and the FootGolf Association of England maintain confidentiality. However, the circumstances giving rise to the complaint may be such that it may not be possible to maintain confidentiality and each complaint will be judged on its own merit. Should this be the case, the situation will be explained to the complainant.

Monitoring and Reporting

The Directors of the FootGolf Association of England will receive annually an anonymised report of complaints made and their resolution.

Formal Complaints Procedure

Stage 1

In the first instance, if your complaint concerns a Board member and you are unable to resolve the issue informally, you should write to the Secretary, so that he/she has a chance to put things right. In your letter you should set out the details of your complaint, the consequences for you as a result, and the remedy you are seeking.

You can expect your complaint to be acknowledged within five working days of receipt. You should receive a response and an explanation within 15 working days.

Stage 2

If you are not satisfied with the initial response to the complaint, then you may ask for your complaint and the response to be reviewed by the Board. The FootGolf Association of England's aim is to resolve all matters as quickly as possible. However, inevitably some issues will be more complex and therefore may require longer to be fully investigated. Consequently, timescales given for handling and responding to complaints are indicative. If a matter requires more detailed investigation, you will receive an interim response describing what is being done to deal with the matter, and when a full reply can be expected and from whom.

Final Stage

If you are not satisfied with the subsequent reply from the Secretary on behalf of the FGAE, then you have the option of writing to the President of the FootGolf Association of England stating the reason why you are dissatisfied with the outcome. You must do this within 10 working days of receiving the written response from the Secretary of the FootGolf Association of England.

The President (or their nominee) will normally respond within 10 working days to inform you of the action which will be taken to investigate your complaint, and when you can expect to hear the outcome of the investigation.

His/her decision will be final.

5. Conflict of Interest Policy

Introduction

This document explains FootGolf Association of England's Conflict of Interest Policy and the steps that must be taken when an interest is declared or discovered. Each Board Member and employee must adhere to this policy. Any person who does not follow this policy shall be subject to disciplinary action. The FootGolf Association of England aims to embrace a philosophy of disclosure and foster an attitude of openness and integrity.

This document explains the Conflict of Interest Policy and attempts to deal with the issue in ways that are fair to Executive Committee Members and enable the organisation to function while protecting integrity and providing unbiased advice.

Definitions

The following provides a definition of words used throughout the document:

"Conflict" refers only to personal, established interest of the individuals covered by this policy and their immediate families, and not to philosophical or professional differences of opinion.

"Conflict of Interest" would include, but not be limited to, direct or indirect interests of an Executive Committee Member or employee in:

- A company, service or product that could be affected by a decision of the Board or other body; and, or
- A company or product that is in competition with a company, service or product that could be affected by a decision of a Board or other; and, or
- Acceptance of any gift, entertainment, services, loans or promises of future benefits from any person or organisation that might benefit because of the individual's connection with FootGolf Association of England; and, or
- Compensation in the form of fees or salaries if such payment results directly or indirectly from the Board Member or work with FootGolf Association of England Connected Person relates to significant others that may have an influence.

A **"Connected Person"** is one of the following, including but not limited to:

- Spouse or partner; and, or
- Children and their spouse/partner; and, or
- Grandchildren and their spouse/partner; and, or
- Brothers and their spouse/partner; and, or
- Sisters and their spouse/partner.

“Declaration of Interest Form” is the form as set out in [Appendix 1](#)

FootGolf Association of England Policy

It is the policy of FootGolf Association of England that no Board Member will take personal advantage of his or her role by allowing a situation to exist that may be construed as a conflict of interest. This includes while serving as a President, Officer, Board Member or in another type of leadership capacity.

In addition, FootGolf Association of England intends to ensure with reasonable prudence that no Executive Committee Member creates the appearance of realising financial gain of any nature or amount from its actions. It is also the intent to carry on activities in accordance with the highest ethical standards. Adoption of this Policy is, therefore, a reaffirmation of intent that those holding appointed leadership positions practice the highest ethical standards and give commitment to the organisation and its goals.

FootGolf Association of England is committed to maintaining an honest, open and well-intentioned atmosphere within the organisation. It is therefore also committed to the elimination of any fraud and to the rigorous investigation of Executive Committee Members and employees should therefore not engage in any conduct or activity that might reasonably be interpreted by the general public as tending to adversely affect the performance of their duties.

What is relevant interest?

An interest should be declared if an individual considers it relevant to their duties and that there is therefore a risk of it being reasonably perceived as biasing their decisions while conducting their duties. The test is whether ‘an external observer, knowing the facts of the situation, would reasonably think that the person might be influenced by the interest’.

It is not possible to provide a comprehensive definition of circumstances, which necessarily give rise to a conflict of interest, but the following are examples of situations giving rise to perceived conflict of interest. The list is not exhaustive, and in any situation where an individual is uncertain as to the propriety of a given arrangement, advice may be sought from the Chair.

- A financial interest held by an individual (or by his or her Connected Persons) in an organisation; examples of such interests are paid consultancies, paid service on a board of directors or advisory board, equity holdings in or royalty income from an enterprise from which FootGolf Association of England buys a service. The existence of such an interest does not necessarily imply conflict, but is likely to give an appearance of conflict, and should be declared; or
- Any relationship with a named organisation with which the FootGolf Association of England do business. Individuals are not expected to quantify the extent of a financial interest, merely the fact that one exists. The presumption is always in favour of declaring an interest. If a person is in doubt whether to register an interest, they should declare it or consult with the Chairman.

Registering an Interest

The aim of creating a register is to identify those activities and interests, which individuals consider as carrying a risk of bias in the conduct of their duties. The following process is therefore carried out in order to manage Conflicts of Interest:

Board Members of the FootGolf Association of England are required to complete a Declaration of Interest form and submit the original to the Hon. Secretary.

Forms must be completed on an annual basis. In addition, as circumstances change, individuals must update their statements within 28 days of becoming aware of the change.

Register of Interests

The Secretary must record all Declaration of Interest forms once completed on the register of interests. The information on the register should include the following for each person registering:

- Nature of the declaration and any possible conflict of interest; and
- Date and signature of the registrant.

The register should be updated annually via the Declaration of Interest forms. The Secretary should maintain a database of interests and provide a referral service in relation to Board Members.

Limitation on involvement at meetings

The Chairperson of the meeting will be identified as a facilitator for conflict issues (the “**Facilitator**”). It shall be his or her responsibility for conducting the process detailed below. The Secretary will be identified as the alternative facilitator to act when the facilitator is unavailable or in a position of conflict his or herself (the “**Alternative Facilitator**”).

At the beginning of every meeting, the Facilitator will ask whether any individuals present perceive a possible conflict of interest on any of the agenda items for themselves or for any other individuals.

The Facilitator will use his or her judgement and decide if the declaration actually constitutes an interest in the planned business of the meeting. If viewed by the Facilitator that a conflict exists, the individual will be precluded from participation in any discussion of the issue (whether oral or written) and in decision-making. The individual will be excluded from the portion of the meeting for which there is conflict by being asked to leave the meeting when the item may then be discussed.

The Facilitator should ensure all details of conflict raised are recorded in the minutes of the meeting.

Undeclared Conflicts of Interest

Any failure to declare a relevant interest will be investigated by the Chairperson and Secretary.

Confidentiality

Board Members are always free to declare a conflict, withdraw from a discussion of an issue, or decline from being involved in decision-making when they feel a conflict exists or could be perceived to exist.

Personal information disclosed in the context of the management of conflicts of interest, will be kept confidential.

Appendix 1 – Declaration of Interest Form

Declaration of Interest

I understand that if I, or any Connected Person to me, have any direct or indirect interest in any company which has business dealings with the FGAoE, I shall make a declaration to the Secretary. I would like to declare the following existing or potential conflict of interest situation arising from the discharge of my duties concerning the operation as members of the FGAoE (a) Persons/companies with whom/which I have official dealings and/or private interests:

(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above

Name: _____

Signature: _____

Date: _____

(*Delete as appropriate)