
THE UK MINIFOOTBALL ASSOCIATION*

CONFLICT OF INTEREST POLICY AND PROCEDURES

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*UK Minifootball is a trading name of Treacle and Swiss Limited



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The UK Minifootball Association Conflict of Interest Policy and Procedures

The following document outlines the UK Minifootball Association Conflicts of Interest Policy and Procedures, applying to all staff, volunteers, members, players, affiliated league providers, accredited facilities and other persons connected to the UK Minifootball Association.

Introduction

The UK Minifootball Association is the governing body of 5, 6, and 7-a-side football in the UK, and was granted the licence in March 2013 to that effect. The UK Minifootball Association also currently holds the licence to operate the England, Scotland, Wales and Northern Ireland 6-a-side teams which represent their respective countries during international competitions.

As the governing body for 5, 6, and 7-a-side football in the UK, the UK Minifootball Association has a reputation for delivering honest, trustworthy and professional support and guidance to all of its affiliated league providers, accredited facilities and registered UKMA national 6-a-side team players.

As such, the UK Minifootball Association is required to have in place a 'Conflict of Interest Policy and Procedures' for the protection of the organisation, its reputation and associated individual.

Purpose

The purpose of this document is to outline the policy and procedures which should be followed by all associated individual of the UK Minifootball Association in the arrival of a conflict of interest or a potential conflict of interest in regards to the UKMA national 6-a-side teams, affiliation and correspondence with affiliated league providers and accredited facilities, and the collection of disciplinary fines incurred by the registered team captain or team players of silver and/or gold affiliated league providers of the UK Minifootball Association.

This policy:

- Describes what is meant by a conflict of interest in working for a governing body of sport.
- Describes roles and responsibilities for managing and dealing with a conflict of interest, whenever such an instance arises within the organisation.

Scope

This policy applies to the following persons and activities of the UK Minifootball Association.

- All aspects undertaken by the UK Minifootball Association in regards to the operation and selection of the UKMA national 6-a-side team, and the collection and administration of disciplinary fines incurred by the registered team captains and team players of silver and/or gold affiliated league providers of the UK Minifootball Association.
- All UKMA national 6-a-side team players, managements and support staff (including all current England, Scotland, Wales and Northern Ireland 6-a-side team players)
- All staff, volunteers, members, players, affiliated league providers, accredited facilities and other persons connected the UK Minifootball Association (to be referred to in all subsequent notation as associated individual of the UK Minifootball Association).

Description of a conflict of interest

The UK Minifootball Association describes a conflict of interest as any situation where the actions and interests of an associated body of the UK Minifootball Association may adversely affect the good governance of small-sided football in the UK by the UK Minifootball Association, or the interests of the UK Minifootball Association. For example, these situations may include:

- The selector of the UKMA national 6-a-side teams being directly related to a potential UKMA national 6-a-side team player.
- The Complaints, Grievances, Disputes and Disciplinary Officer (CGDD Officer) of the UK Minifootball Association holding a position as a referee of a silver and/or gold affiliated league provider of the UK Minifootball Association.

In the case of a conflict of interest arising within the UK Minifootball Association, the following conflict of interest procedures shall apply, in order to protect the good reputation of the UK Minifootball Association and the good governance of small-sided football in the UK.

Procedure for dealing with a conflict of interest

The UK Minifootball Association respects the need to uphold the good governance of small-sided football in the UK and protect the good reputation of the UK Minifootball Association. As such, if a conflict of interest arises within the UK Minifootball Association according to the scope and description of the 'Conflict of Interest Policy', the following procedures will roles and responsibilities will apply in order to manage and deal with the conflict of interest.

Roles and responsibilities of the individual affected by the conflict of interest

Any individual identified within the scope of this policy who is affected by a conflict of interest should immediately report the situation to the Chairman and/or the Personal Assistant of the Chairman. The individual affected will then follow the instructions of the Chairman and/or the Personal Assistant of the Chairman, in order to alleviate the situation, and if necessary temporarily transfer the administration and/or management of the situation to a designated staff member, until the conflict of interest has passed.

In addition to the above procedure, the affected individual should also report the situation to their departmental head, and advise them that they have contacted the Chairman and/or the Personal Assistant of the Chairman concerning the situation.

For instance, where in the case that the CGDD Officer has a conflict of interest regarding the investigation of a complaint, grievance, dispute or appeal, the CGDD Officer is to stand aside from the investigation of the complaint, grievance, dispute and/or appeal, and the Chairman is to appoint another CGDD Officer to investigate the complaint, grievance, dispute or appeal.

Roles and responsibilities of the Chairman

In the event that a conflict of interest is identified to affect an individual of the UK Minifootball Association, the Chairman is required to instruct the individual to temporarily stand aside, and appoint another member of staff (who is unaffected by the conflict of interest) to handle the situation. Following the resolution of the situation, the Chairman is to inform the individual affected of the resolution of the conflict of interest, and to invite them to retake their position within that area of the UK Minifootball Association.

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Similarly, in the event that a conflict of interest is identified by a staff member within their department, the Chairman is required to investigate the situation and ask any affected individuals to temporarily stand aside, and appoint another member of staff (who is unaffected by the conflict of interest) to handle the situation. Following the resolution of the situation, the Chairman is to inform the individuals affected of the resolution of the conflict of interest, and to invite them to retake their position within that area of the UK Minifootball Association.

Roles and responsibilities of the Personal Assistant of the Chairman

In the event that a conflict of interest is identified to affect an individual of the UK Minifootball Association, the Personal Assistant of the Chairman is to immediately inform the Chairman of the situation, and in lieu of the presence of the Chairman, the Personal Assistant of the Chairman is to instruct the individual to temporarily stand aside, and appoint another member of staff (who is unaffected by the conflict of interest) to handle the situation. Following the resolution of the situation, the Personal Assistant of the Chairman is to inform the individual affected and the Chairman, of the resolution of the conflict of interest, and to invite the individual affected to retake their position within that area of the UK Minifootball Association. The Personal Assistant of the Chairman is also required to investigate the situation surrounding the occurrence of the conflict of interest arising, and to provide a report of these investigations to the Chairman, for future consideration.

Roles and responsibility of the Departmental Manager when they become aware of a conflict of interest in their department

In the event that a conflict of interest is identified by a Departmental Manager within their department, or they are made aware of a potential conflict of interest within their department, the Department Manager should immediately contact the Chairman and the Personal Assistant of the Chairman and advise them of the situation. Following this, the Departmental Manager is to follow all instructions issued by the Chairman or the Personal Assistant of the Chairman until the situation has been resolved.

Roles and responsibilities of associated individuals of the UKMA who become aware of a conflict of interest within their department that is designated under the scope and description of this policy

Associated individuals who are unaffected by the conflict of interest in their department

In the event that a conflict of interest is identified by an associated individual of the UKMA within their department that is designated under the scope and description of this policy (but who are themselves unaffected by the conflict of interest), the associated individual should immediately inform their departmental manager of the situation, and either the Chairman or the Personal Assistant of the Chairman of the situation. The associated individual and/or staff should then wait for further instruction from the Chairman or the Personal Assistant of the Chairman and then follow these instructions in order to manage the conflict of interest within their department.

For instance, if a member of the selection team for the UKMA national 6-a-side teams identifies a potential conflict of interest in which another member of the selection team is directly related to a trial player for the UKMA national 6-a-side teams, then they are to inform their department manager and send an email outlining the situation to either the Personal Assistant of the Chairman or the Chairman. Following this, the situation is to be handled directly by the Personal Assistant of the Chairman or the Chairman.

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Associated individuals who are affected by the conflict of interest in their department

In the event that a conflict of interest is identified by an associated individuals of the UK Minifootball Association within their department that is designated under the scope and description of this policy (and who are themselves affected by the conflict of interest) they should immediately inform their departmental manager of the situation, and either the Chairman or the Personal Assistant of the Chairman of the situation. The associated individual should then wait for further instruction from either the Chairman or the Personal Assistant of the Chairman and then follow these instructions in order to manage the conflict of interest within their department, and if necessary transfer the administration or management of the situation to a designated member of staff or department until the conflict of interest has passed. For further information, please see the section "roles and responsibilities of the individual affected by the conflict of interest" of this policy.

Diagram of the line of communication to be followed in the event of a conflict of interest

(According to the scope of the UKMA Conflict of Interest Policy)

(Blue – Either indicated individual may be notified)

(Black – Both indicated individuals must be notified)

