



## ***SCOTTISH JUNIOR F.A.***

### **Code of Conduct for Officials & Management Committee**

This Code sets out the standards of behaviour expected of the Scottish Junior FA (SJFA) Officials and Management Committee members. In addition to these, it applies to all Officials and members SJFA sub-committees and all members of the Regional and League Committees. The Code aims to ensure that all observe the highest standards of propriety and act in the best interests of the SJFA at all times.

### **Equality and diversity**

Officials and Committee members' behaviour and attitudes are consistent with the values of the SJFA.

### **Respect**

Officials and Committee members must treat each other, members of staff and others they come into contact with when working in their role with respect and courtesy at all times. They must respect the role of staff and let them work unhindered.

### **Commitment**

Officials and Committee members must devote sufficient time preparing for and attending meetings to ensure they add value to the SJFA's or the Committee's work.

### **No personal benefit**

Officials and Committee members must not benefit from their position beyond what is allowed by the law and what is in the interests of the SJFA. SJFA staff time and resources must be used prudently. Officials and Committee members should take decisions solely in terms of the SJFA's interest. They should not do so in order to gain financial or other material benefits for themselves, their family or their friends.

### **Conflicts of interest**

Officials and Committee members should identify and promptly declare any actual, potential or perceived conflicts affecting them. They must absent themselves from any discussion where there is any such conflict.

## **Probity**

Officials and Committee members must comply with any rules agreed by the SJFA Management Committee and agreed at the Annual General Meeting, including those relating to the acceptance of gifts and hospitality and the avoidance of activities which might compromise the SJFA's position of neutrality.

## **Openness and accountability**

Officials and Committee members must be open, responsive and accountable to each other, members of staff and other stakeholders about their decisions, actions and work, including their use of SJFA resources.

Officials and Committee members must disclose anything in their past which could bring the SJFA into disrepute e.g. removal from any previous governance role or membership of organisations which may conflict with the aims, principles and values of the SJFA.

## **Confidentiality**

Officials and Committee members must respect the status of confidential issues they read and discuss. They are bound to maintain the status of this material and any discussions.

## **Integrity**

Officials and Committee members are required to use their knowledge, expertise and experience to take the best decisions they can in the interests of the SJFA. They are equally responsible for all decisions of the Management Committee. Officials and Committee members should also promote and support the principles of good governance by leadership and example and should act in an individual capacity and not as a representative of any group, organisation or individual.

**Statement of acceptance**

I have read and understood the above Code of Conduct for Officials and Committee members. I agree to abide by the standards set in the code.

Signed: .....

Name (please print) .....

Date .....

**Witness**

Signed .....

Name (please print) .....

Date .....