



Scottish Charity
No:SC006452

Scottish Schools' FA

Code of Conduct for SSFA Officials

All Officials are reminded of the following sections of the Association's Constitution, namely:

Object

The purpose of the Association is to work with schools to support and promote pupils' wellbeing through the medium of association football and related experiences, and to engage in relevant charitable enterprises.

Officials

The SSFA's Officials shall comprise

- the Association Office Bearers
- the Representative to the Scottish FA and the immediate Past President
- Honorary Vice Presidents
- Non-Executive Members

Officials shall be responsible for the conduct of Association business, subject to the direction of the Executive Committee, including:

- ongoing governance of the Association's business
- Association finances, according to the terms of section 12 below
- the power to call Special General Meetings and Executive Meetings as provided for in this document
- appeals and disciplinary matters

Officials are expected to uphold the Objects of the Association as detailed above and contribute to the conduct of business in a manner consistent with this Code of Conduct.

That conduct is subject to the following principles:

- **Selflessness** - Officials have a general duty to act with probity and prudence in the best interests of the Association as a whole. They should not act in order to gain financial or other material benefits for themselves, their family, their friends or any other organisation with which they are associated
- **Integrity** - Officials should conduct themselves in a manner which does not damage or undermine the reputation of the Association, or their staff. More specifically they - should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their role - must avoid actual

impropriety and any appearance of improper behaviour - should avoid accepting gifts and hospitality that might reasonably be thought to influence their judgement

- **Objectivity** - In carrying out their role, including making appointments, awarding contracts, recommending individuals for rewards and benefits or transacting other business, Officials should ensure that decisions are made solely on merit. In arriving at decisions in areas where they do not have expertise themselves, the Officials should consider appropriate professional advice
- **Accountability** - Officials have a duty to comply with constitutional and legal requirements and to adhere to best practice in such a way as to preserve confidence in the Association. The Officials are accountable to the Association's members and other stakeholders for their decisions, the effectiveness of the Committees, and the performance of the Association
- **Openness** – Officials should ensure that confidential information and material, including material about individuals is handled in accordance with data protection protocols and handled with due care so that it remains confidential. In addition, they should be as open as reasonably possible about their decisions and the actions that they take. As far as possible they should give reasons for their decisions and restrict information only when the wider interest of the Association clearly demands
- **Honesty** – the Officials have a duty to avoid situations where they have, or could have, a direct or indirect interest which conflicts with that of the Association. However, there is an important distinction in the treatment of a conflict of interest as it relates to a member's dealings. A member's conflict of interest can be authorised by the other Officials and then the conflicted member may take part in any subsequent voting or discussion notwithstanding their interest
- **Leadership** – Officials must:
 - o promote and support the principles of leadership by example
 - o strive to attend all meetings regularly, ensuring they prepare for and contribute appropriately and effectively
 - o bring fair and open minded view to all discussions of the boards and should ensure that all decisions are made in the Association's best interests
 - o respect fellow members and all volunteers involved in the Association's activities, treating them with courtesy at all times.

Declaration

I have read and understood the words and expressions defined in the Code of Conduct for Officials of the Scottish Schools' Football Association and I agree to abide by these words and expressions.

Signed: _____ Date: _____

Name: _____

Countersigned: _____ Date: _____

Position in Organisation: _____