

ISAF EVENT APPOINTMENTS WORKING PARTY

CONFLICT OF INTEREST PROCEDURES

1. Introduction

- 1.1 These guidelines apply to the appointment of members of the ISAF Secretariat, Event Appointments Working Party and ISAF Executive Committee to events as race officials where ISAF is exercising its power to appoint the officials or approve their appointment.
- 1.2 'Race official' means acting as a judge, umpire, race officer, measurer, technical delegate or equipment inspector.

2. Principles

- 2.1 The main principles to be followed are:
 - (a) Event appointments should be made based on merit.
 - (b) No official should receive better or worse treatment because of his or her role within ISAF.
 - (c) Any conflicts of interest should be identified and appropriately managed in an open and transparent manner.
- 2.2 A member of the ISAF Secretariat, EAWP or the Executive Committee is not automatically excluded from appointment just because of his or her position within ISAF. ISAF has to consider that international race officials are required to serve at a certain number of events at a high level in order to maintain their qualification.
- 2.3 However, any conflict of interests should be considered and dealt with appropriately and these procedures followed. Any attempt to circumvent these procedures shall be reported to the Chief Executive Officer.

3. Procedures

- 3.1 The list of potential officials for appointment is received and managed by the ISAF Competitions Manager.
- 3.2 If a list is received containing the name of a member of the ISAF Secretariat/EAWP/Executive Committee, the Competitions Manager will:
 - (a) For members of the ISAF Secretariat, inform the appropriate Head of Department.
 - (b) For members of the EAWP, inform the Chairman of the EAWP.
 - (c) For members of the Executive Committee, inform the Chief Executive Officer who will inform a Vice President.
- 3.3 A decision will then be made whether or not it is appropriate for the name of the official to be put onto the list considered by the EAWP. For members of the ISAF Secretariat, consideration also shall be given to whether they can be given the necessary time off work to attend the event and any other duties or role they may have.

- 3.4 Until a decision is made, the list of officials for that event will not be submitted to the EAWP.
- 3.5 If the name is allowed to be put on the list, the EAWP will be so informed and will then discuss the list in the usual way. However, the official in question shall not make any comment on the proposed list of officials for the event he or she is nominated to or attempt to influence the decision in any way.
- 3.6 If it is decided the name is not to be put on the list, then the organizing authority who nominated the official will be informed and asked to nominate an alternative.
- 3.7 If the official involved is the Competitions Manager, his role will be undertaken by the ISAF Head of Events.

**ISAF Event Appointments Working Party
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