



REGISTER OF BUSINESS AND OTHER INTERESTS

Registering Interests

1. All employees and Executive Board, Sub-Committee and Working Group members of the British Triathlon Federation are required to complete and keep current the register of business and other interests.
2. All business interest must be declared. Full details of the business must be given including the full legal name, the type(s) of business carried out and your position within that business whether paid or unpaid. If you are a sole trader or provide services for payment this must be included. All agencies, which you receive or are entitled to receive payment from, must be included. If you have no business interests from any sort of business write NONE.
3. If you know of any other unpaid interest which may constitute a conflict of interest with your membership of a BTF committee or with your employment by the Federation you must declare this.
4. The business or other interests of you partner must also be declared where that interest may be a conflict with the Federation's interests.
5. If in doubt, an interest should be declared and the responsibility rests with the individual member. The Chief Executive can offer advice and guidance but there is no duty upon the Chief Executive to advise members who are in doubt as to their position or to warn members who may be putting themselves at risk.
6. It is important that this register of interest is kept current. Please advise the BTF office of any additions or alterations as soon as is practical.
7. Details given will be treated as confidential. You may receive a copy of this declaration by application to the BTF office.

Declaring Interests at Meetings

8. Any interest in matters to be discussed at a meeting of the Executive Board, Sub-Committee or Working Group of the Federation should be declared as soon as possible and practicable after the beginning of the meeting. Normally, this means immediately after the conclusion of the previous item on the agenda as soon as the Chair has announced that he/she intends to move on to the item in question. The meeting shall consider whether the member should take part in the consideration or discussion or vote on any question relating to the matter affected by the interest or whether he/she should leave the room. Leaving the room avoids any subsequent accusation that other members were in any way inhibited by the presence of the affected person even though he/she remained silent.

Gifts

9. Treat with extreme caution any offer of gifts, favours or hospitality that is made or offered personally. The person making the offer may be seeking to do business with or influence the BTF without your knowledge. Working lunches and other social occasions may be a proper way of doing business, provided no extravagance is involved. Nor can there be any hard and fast rules about acceptance of tokens of goodwill on special occasions. But the affected person is personally responsible for all such decisions and for avoiding the risk of damage to public confidence in the BTF. All receipt or offer of gifts should be reported to the Chief Executive. Please refer to the BTF Anti-Bribery and Corruption Policy for further guidance.

Confidentiality

10. You necessarily acquire much information that has not yet been made public and is still therefore confidential. It is a grave betrayal of trust to use confidential information irresponsibly or for the personal advantage of yourself or of anyone known to you.

11. All contact between the Federation and the press and media is conducted through the office of the Chief Executive. Employees are not allowed to deal directly with the press and media unless instructed to do so by the Chief Executive. Executive Board, Sub-committee and working group members should not deal directly with the press or media on matters pertaining to the work of the Federation, Executive Board, Sub-Committees or Working Groups without obtaining the agreement of the Chief Executive, or Chair, to do so.

Declaration of Interests

12. An individual panel should be completed for each interest to be registered.

Declaration	
Surname:	
Forenames:	
Address:	
	Post code:
Position Held:	

Interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

Business/Other Interests:
Whose interest: Self/Partner
Nature of that Interest:
Name of Business/Organisation/Individual:
Your relationship to the Business/Organisation/Individual:
Value of the interest where payment is received:
Duration of the interest

I declare that the information shown above is correct and complete and that I have no other business interests or other such interests that might constitute a conflict of interest with those of Triathlon England. *I understand that I must notify the Federation if any material changes occur that alter the information given above.

Signature: Date:

** Where you are unsure whether an interest may or may not constitute a potential conflict of interest it is best to declare this interest. You may seek clarification of interests from the Chair or Chief Executive of the Federation.*