



*the future of our sport...*

# **Code of Conduct**

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# **Guides for CPSA Directors' Practice**

## **INTRODUCTION:**

This document is offered as guidance to Directors in the discharge of their duties and responsibilities. It sets out principles, approaches and guidance, which can be applied in different contexts, according to an individual's judgement. A Code and Guides such as these cannot claim to be comprehensive. Appropriate discussions of any issues requiring resolution, is seen as a professional duty.

A professional is someone who justifiably claims to provide special knowledge and skills of value to society and accepts the duties entailed by that claim, including:

- The attainment and maintenance of high standards of education, training and practical judgement;
- Honouring the special trust placed by members, suppliers, employees, colleagues and the general public.

The professional discharge of such duties entails:

- The application of expertise and judgement.
- The motivation and direction of others.
- A positive contribution to achieving the objectives of The Association.

The discharge of one's duties as a professional in all sectors of society involves the acceptance and habitual exercise of ethical values. Power and position must not be abused.

The professional will encounter circumstances or situations in which various values, principles, rules and interests appear to conflict, and may be difficult to harmonise in practice. No ready answer can be given for such circumstances. The best resources that can be brought to bear are the professional and personal characteristics and qualities referred to herein.

## **CODE OF CONDUCT:**

At all times a Director shall uphold the good standing and reputation of the Clay Pigeon Shooting Association. Directors shall:-

- Have due regard for and comply with relevant law.
- Act with integrity, honesty, loyalty and fairness.
- Act within the limits of personal competence.
- Follow the Guide to Directors' Practice as approved by The Board of Directors. Have a duty to provide information at the request of any committee or sub-committee of The Association, established to investigate any alleged breach of this Code.

This Code of Conduct forms part of a Byelaw made under Article 52 of the Articles of Association of The Clay Pigeon Shooting Association. A member contravening any section of the Code may be liable to disciplinary action, which could result in expulsion from The Association.

All Directors of CPSA shall additionally be obliged to comply with all the duties, responsibilities and policies set out in the attached document entitled 'CPSA Directors Duties and Responsibilities', which document may be amended from time to time.

## **GUIDES TO DIRECTORS PRACTICE:**

### **1. As regards the Individual Director**

The Director shall:-

- Pursue their duties and responsibilities with integrity, accountability and competence.
- Disclose any personal interest, which might be seen to influence their decisions.
- Practice an open style of activity, so far as is consistent with Association needs.
- Adopt a reasonable approach to the identification and resolution of conflicts of values, including ethical values.
- Safeguard confidential information and not seek personal advantage from it both whilst a contemporary Director and forever thereafter.
- In consideration of the Companies Act 2006 always decide and vote in accordance with the best interests of The Association as a whole.
- Publicly support all Board decisions, democratically arrived at even if they do not privately agree with them.
- Exhaust all available internal remedies for dealing with matters perceived as improper, before resorting to public disclosure.
- Encourage the development and maintenance of high standards in all activities.

### **2. As regards others within The Association**

The Director shall, in addition to the above:-

- Ensure that others are aware of their responsibilities, areas of authority and accountability.
- Encourage and assist others to develop their potential.
- Consider the mental and physical health, safety and well being of others.
- Have regard for matters of conscience of others.
- Have regard for the needs, pressures and problems of others and not discriminate on grounds other than those demonstrably necessary for the task.

**3. As regards The Clay Pigeon Shooting Association**

The Director shall, in addition to the above:-

- Uphold the lawful policies and practices of The Association.
- Identify and communicate relevant policies, practices and information as appropriate.
- Keep under review organisation structure, objectives, procedures and controls.
- Seek to balance individual aims in furtherance of The Association's overall objectives.
- Safeguard the assets of The Association
- Promote the mission, aims and objectives of The Association.
- Uphold the integrity and good name of The Association and refrain from conduct, which detracts from its reputation.
- Promote The Association's professional image and standing.

**4. As regards others external to but in direct relationship with the Association**

The Director shall, in addition to the above:-

- Ensure that the interests of others are properly identified and responded to in a balanced manner.
- Establish and develop continuing and satisfactory relationships based on mutual confidence.
- Not enter into arrangements that unlawfully or improperly affect competitive practice.
- Not enter into any agreement or undertake any activity that may give rise to a conflict of interest with The Association or prejudice performance of duties and responsibilities.
- Neither offer nor accept gifts, hospitality or services which could, or might appear to imply an improper obligation.

**5. As regards the wider community**

The Director shall, in addition to the above:-

- Have due regard to the short and long-term effects and possible consequences of present and proposed activities, taking action where appropriate.
- Ensure truthfulness in all public communications.
- Seek to conserve resources wherever possible and preserve the environment.

- Respect the customs, practices and reasonable ambitions of other people that may differ from the Directors/Employees own.

The undersigned acknowledges having read and understood the Code of Conduct and Guides to Directors Practice and agrees to abide by the same.

Name: .....

Signature: .....

Date: .....