

# **WELSH INDOOR BOWLS**

## **GIFTS AND HOSPITALITY POLICY**

1. This policy sets out the procedures that officers and players must follow when giving or receiving gifts and hospitality.
2. WIB officers and players must declare all gifts and hospitality made to you or offered by you regardless of the value, all such offers of gifts or hospitality must be declared to the Secretary whether they are accepted or declined. Offers of gift may be as simple as a pen or badge or up to and including free travel or accommodation. Declarations must be reported to the WIB Secretary who will record them on WIBs Gifts & Hospitality Register, this register is available for all WIB members to view.
3. It is the responsibility of all WIB officers and Players to ensure that they are not placed in a position that compromises their or WIBs integrity. You should not be seen receiving gifts or hospitality by virtue of your position within WIB. This policy also applies to spouses and partners.
4. You should exercise good judgement as to whether to accept a gift or hospitality by asking yourself what the bowling public perception would be if the information was published given your role within WIB.
5. Officials and players may keep all gifts and hospitality valued at £50 or under.
6. Gifts or Hospitality exceeding £50 should be used for the following: -
  - Share the gift with your fellow officers or teammates.
  - Reffle the gift for charity.
  - Donate the gift to Charity.
7. Hospitality should only be accepted where there is a direct link event arrangements that can be clearly demonstrated. It is recognised that in the course of carrying out your duties as an officer or player you will need on occasions to build up good working relations with fellow stakeholders. This may involve working lunches.
8. WIB officers and players must be mindful that gifts and hospitality offered by WIB are normally funded from members fees and must demonstrate value for money
9. If you receive a gift or hospitality, you should declare it to the WIB Secretary as soon as possible after the event. The Secretary will then record it in the register, this register will be maintained on a year-by-year basis. Declarations should be made via email with a copy being kept for your own records.
10. You should include the following on the declaration: -
  - Date of gift or hospitality.
  - Name of organisation providing the gift or hospitality.
  - What was the gift for.
  - Estimated Value of the gift or hospitality.
11. Officers and players will be reminded periodically of their responsibility to declare gifts or hospitality, in accordance with this policy.
12. Officers and players who fail to declare acceptance of any gifts or hospitality in accordance with this policy may be subject to sanctions under WIBs Disciplinary Policy.

Reviewed June 2024

Next review June 2026.