

# WELSH BOWLS UMPIRES ASSOCIATION

## HOSPITALITY & GIFTS POLICY

It is the Welsh Bowls Umpires Association (WBUA) policy that:

“Individuals must not, either directly or indirectly, accept any gift, reward or benefit from any sponsor, potential sponsor, member of the public or organisation with whom they have been brought into contact with by reason of their WBUA duties”

WBUA is committed to maintaining the highest standards of governance and conducts its business in an open and transparent manner.

This Policy applies to all the following WBUA personnel:

- Officers and Management Committee Members.
- Members of any sub-committees, working groups or similar appointed by WBUA.
- Members of WBUA.

Individuals should avoid situations where they, or WBUA, could be open to suspicion of dishonesty. Individuals should, therefore, always have in mind the need not to give the impression to any of their colleagues, or organisations with whom they deal, WBUA, or the public, that they may be influenced, or have, in fact, been influenced by any gift or consideration, to show favour or disfavour, to a person or organisation whilst acting in an official WBUA capacity.

The only exceptions to this rule are as follows:

- Isolated gifts of a trivial character or inexpensive seasonal gifts (such as calendars and diaries).
- Conventional hospitality provided it is normal and reasonable in the circumstances.
- Gifts provided by hosting countries to all teams and/or delegates when attending an event.

In considering what is normal and reasonable, regard should be given to:

- The degree of personal involvement. There is, of course, no objection to the acceptance of, for example, an invitation to an annual dinner of an organisation or similar body with which WBUA is in regular contact, or of working lunches in the course of normal business.
- The usual conventions of returning hospitality. The isolated acceptance of, for example, a meal, would not offend the rule, whereas the acceptance of frequent or regular invitations to lunch or dinner on a wholly one sided basis, even on a small scale, might give rise to a breach of the standard of conduct required.

If there is some doubt raised, or the individual has any doubt about the propriety of accepting any gifts, benefit or hospitality, the WBUA Chairperson, whose decision shall be final, must be consulted. In the case of the Chairperson requiring any clarification, then the WBUA Secretary will make the final decision.

It must be noted that, any money, gift or consideration received by an individual from a person or organisation holding, or seeking to obtain, a contract with WBUA including any purchase contracts, will be deemed to have been received corruptly unless proved to the contrary. It is therefore, essential to declare any gifts or considerations received to the Chairperson and to obtain written approval for the retention of the gift. Such approval is to be recorded in the Hospitality and Gifts Register which shall be set up and maintained by the Chairperson.

### **Awards and Prizes**

If a Member is approached by an outside organisation about the offer of an award or prize in any way connected with their official WBUA duties, the Chairperson must be consulted.

Retention of the award or prize will normally be allowed, having regard to considerations of propriety and the risk criticism, provided the award is:

- Offered in recognition of personal achievement, and
- Not in the nature of what could be construed as a gift, an inducement, or payment for a publication, or invention to which other rules may apply.

The Chairpersons approval for the retention of the award or prize must be in writing and details recorded in the Hospitality and Gifts Register.

### **UK Bribery Act Awareness**

Members must be aware of, and comply with, the requirements of the UK Bribery Act 210, which has two general offences: -

- The offering, promising, or giving of an advantage, and
- The requesting, agreeing to receive or accepting of an advantage.

It is an offence under the Bribery Act for a person to corruptly accept any gift or consideration as an inducement or reward for doing, or refraining from doing, anything in their official capacity, or showing favour or disfavour to any person in their official capacity.

### **Offering Hospitality – Outside of a WBUA Planned Activity**

It is not possible to anticipate every situation when hospitality might be given and the following gives only a broad indication of the types of circumstances that may arise. Whether a specific case falls within these circumstances is a matter of judgement by the Member who must be prepared to justify their decision if it is subsequently challenged.

The question of hospitality (other than for light refreshments such as tea and coffee) often arises when the meeting/event/visit occurs adjacent to a mealtime. However, it does not follow that every meeting with every visitor to WBUA occurring at this time requires the offer of hospitality. This depends upon the status of the visitor and the circumstances at the time.

As far as Officers of WBUA, local authorities, National Governing Bodies, Bowls Wales and other agencies with whom routine business is being

discussed, it will not, generally , be appropriate to offer hospitality except in exceptional circumstances and with prior approval of the Chairperson.

Welsh Bows Umpires Association policy is that:

“All formal and informal entertaining of business contacts, other than for light refreshments, must be approved by the Chairperson before taking place”.

Officers and Members of WBUA will be able to reclaim the cost of purchasing drinks and meals for all hospitality which has been approved by the Chairperson in advance.

Claims for entertaining in the following circumstances will not be accepted:

- Entertaining personal friends
- Entertaining WBUA colleagues
- Reciprocal entertaining of business acquaintances (even where business is discussed).
- Entertaining occasions where no customer, supplier or business connection is present.

\*Note: If the Chairperson is the individual concerned, the Chairperson must consult the Secretary.

Policy Implementation Date April 2026

Review Date April 2027