

Table Tennis Scotland

Statement of Outside Interests and Activities of Directors and Staff of Table Tennis Scotland and its Subsidiaries and Associated Organisations

Disclosure Form – Part 1

Only those outside interests related to the same sport as Table Tennis Scotland activities need to be reported. Not all outside interests and financial relationships place the individual in conflict with his or her obligations to Table Tennis Scotland, and to his or her profession. Not all divided interests are necessarily impermissible. Timely and complete disclosure of potential conflicts of interest protects you from suspicion and accusation of breach of professional integrity.

Name _____ Date _____

Position _____ Department _____

Purpose:

The purpose of this disclosure statement is for directors and staff of Table Tennis Scotland to ensure that no unresolved conflict exists between their primary Table Tennis Scotland commitments and outside interests and activities. This statement conforms to current guidelines requiring disclosure of professional activities of director's and staff. This statement establishes specific facts to help the executive board of Table Tennis Scotland to determine if a potential conflict exists so that they may resolve the problem.

Procedure:

All director's and staff must complete this form when they believe they are involved in either a conflict of interest, whether real or perceived, or are about to involve themselves in a conflict of interest relating to their professional Table Tennis Scotland responsibilities and submit it to their line manager or the board of directors. In addition all director's and staff must submit this form on an annual basis and are required to update this form when they believe new circumstances would create a potential or actual conflict of interest.

1. Ownership Interests.

During the past calendar year, did you or related individuals (see note 1) own or control an equity interest in any organisation (see note 2) that is involved in sporting activities?

YES _____ NO _____

2. Offices and Positions.

During the past calendar year, were you or related individuals, a director, officer, partner, employee, or agent, or in any managerial position in any organisation outside of Table Tennis Scotland that might be affected by your Table Tennis Scotland duties? (You need not answer with respect to governmental committees, community, political, academic, charitable, religious, social or professional non profit organisations.)

YES _____ NO _____

3. Remunerative Activities.

During the past calendar year, have you received income (cash or in kind, ignoring reimbursement of reasonable expenses) related to your sporting activities from organisations outside of Table Tennis Scotland and its affiliated entities where any such payment from any one organisation exceeded £500 (per annum if salary, fees, or other continuing payments) or represented more than a 5% ownership interest for any one enterprise or entity when aggregated for you and related individuals?

YES _____ NO _____

4. Please estimate the number of days you were involved in remunerative activities (such as consulting, coaching and officiating) with organisations during the past calendar year.

_____ days

5. Other Transactions or Facts.

During the past calendar year, did you or any related individuals have an interest in any contract, sale, or other transaction to which Table Tennis Scotland or one of its affiliates was a party, or are there other situations not listed above that you believe may create an actual or perceived conflict of interest? (Exclude your own or your spouse's employment obligations to Table Tennis Scotland.)

YES _____ NO _____

6. Reporting Requirement

An employee or directors failure to report activities or financial interests under Table Tennis Scotland's rule or the applicable collective bargaining agreement, or to follow any conditions imposed pursuant to Table Tennis Scotland's approval of such activities or interests may be grounds for disciplinary action. Such actions may include, but are not limited to: reprimand, reduction in salary, change of assignment, prohibition of outside activities, suspension without pay, and termination for cause.

IF YOU ANSWERED "YES" TO ANY OF THE QUESTIONS OF PART I, YOU MUST COMPLETE THE CONFIDENTIAL STATEMENTS OF PART II

The above is an accurate and current statement of my reportable outside interests and activities.

Signature _____ Date _____

Supervisor's Statement

I certify that the person named above reports to me and to the best of my knowledge does not have any conflicts of interest or has reported and resolved them.

Signature _____ Date _____

Notes:

1 Dependents and spouse are considered related individuals.

2 "Organisation" includes any corporation, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other entity but does not include mutual funds over which you have no control. Equity interest means more than a 5% ownership interest in any one enterprise or entity when aggregated to you and your related individuals.

TABLE TENNIS SCOTLAND DISCLOSURE FORM

PART II - CONFIDENTIAL DISCLOSURES

Detailed Statement of Outside Interests and Activities (when applicable)

Name_____ Date_____

Position_____ Department_____

Address_____

1. Ownership Interests.

During the past calendar year, if you or related individuals (see 1 below) owned or controlled an equity interest in any organisation (see 2 below) associated with your activities and duties within the sport, give details below.

Organisation:_____

Address:_____

Nature of Business:_____

Relationship of Family Member:_____

If more than one ownership interest then please complete on a separate sheet of paper and attach

2. Offices and Positions.

Please give details if during the past calendar year, you or related individuals, were a director, officer, partner, employee, or agent, or in any managerial position, in any organisation outside Table Tennis Scotland that might be affected by your sporting duties. (You need not answer with respect to governmental committees, community, political, academic, charitable, religious, social or professional non profit organisations.)

Organisation:_____

Address:_____

Nature of Business:_____

Relationship of Family Member:_____

If more than one office/position then please complete on a separate sheet of paper and attach

3. Remunerative Activities.

Please give details if during the past calendar year, you have received income (cash or in kind, other than reimbursement of reasonable expenses) related to your administrative activities from all organisations outside Table Tennis Scotland and its affiliated entities where any such payment from any one organisation exceeded £500 (per annum if salary, fees, or other continuing payments) or represented more than a 5% ownership interest for any one enterprise or entity when aggregated for you and related individuals

Organisation:_____

Address:_____

Nature of Business:_____

If more than one income source then please complete on a separate sheet of paper and attach

Does the total annual remuneration per year exceed £500 or 5% ownership interest?

YES _____ NO _____

4. Other Transactions or Facts.

During the past calendar year, did you or any related individual have an interest in any contract sale, or other transaction to which Table Tennis Scotland or one of its affiliates was a party, or are there other situations, not listed above, that you believe may create an actual or perceived conflict of interest? (Exclude your own or your spouse's employment obligations to Table Tennis Scotland.) Please identify such transactions or facts, including date, parties, subject matter, etc and attach.

YES _____ NO _____

The above is an accurate and current statement of all my reportable outside interests and activities.

Signature _____ Date _____

Manager's Statement

I have reviewed this form and find no reason/reason for further action.

Signature _____ Date _____

Note:

1 Dependents and spouse are considered related individuals.

2 "Organisation" includes any corporations, partnership, proprietorship, firm, enterprise, franchise, association, trust, or other entity but does not include mutual funds over which you have no control. Equity interest means more than a 5% ownership interest in any one enterprise or entity when aggregated to you and your related individuals