



# CONFLICT OF INTEREST



REGULATIONS





## Contents

<b>Page 4</b>	<b>Introduction</b>
<b>Page 5</b>	<b>Covered Persons</b>
<b>Page 6</b>	<b>Connected Persons</b>
<b>Page 7</b>	<b>Purpose</b>
<b>Page 8</b>	<b>Types of Conflict</b>
<b>Page 9</b>	<b>Duty to Avoid Conflicts</b>
<b>Page 10</b>	<b>Declaration of Interests</b>
<b>Page 12</b>	<b>Managing Conflicts</b>
<b>Page 13</b>	<b>Relationship with Member National Associations</b>
<b>Page 14</b>	<b>Annex 1: Three-step process for dealing with Conflicts of Interest</b>
<b>Page 15</b>	<b>Annex 2: Examples of Dealing with Conflicts of Interest</b>

## Introduction

1.1. These Conflict of Interest Regulations (the “Regulations”) set out the International Federation of American Football’s (“IFAF”) procedures for identifying and managing actual, potential and / or conflicts of interests or duty (“Conflicts”) affecting all persons involved in the administration and running of IFAF.

1.2. These Regulations are issued by IFAF pursuant to the IFAF Statutes and in accordance with the Basic Universal Principles of Good Governance within the Olympic Movement, with the purpose to establish regulations concerning conflicts of interest.

1.3. If there is a difference between the terms of these Regulations and any provisions relating to conflicts of interest in any other IFAF regulations, these Regulations shall take precedence.

1.4. Any breach of these Regulations beyond those that may be swiftly dealt with in accordance with these Regulations shall be treated as a violation of the IFAF Integrity Code and be dealt with under the IFAF Disciplinary and Dispute Resolution Rules.

1.5. Annex I of these Regulations contains a three-step process which supplements and provides illustrations on the practical application of these Regulations.

1.6. Annex II provides some non-exhaustive examples of conflicts of interest and how they can be managed.

1.7. There shall be no statute of limitations applicable to these Regulations.

1.8. Any term not defined in these Regulations are defined in the IFAF Statutes.

## Covered Persons

2.1. “Covered Persons” as defined and used in these Regulations and all IFAF Integrity Rules include but are not limited to:

- 2.1.1. All participants in IFAF activities including but not limited to players, coaches, trainers, therapists, physicians, Technical Officials, other officials, Board of Directors and Executive Members, or other IFAF Officers.
- 2.1.2. All Member Federations and their members who compete at the international level.
- 2.1.3. All persons who take part in the sport of American football in any capacity directly or indirectly at a IFAF sanctioned or IFAF approved event.
- 2.1.4. All IFAF employees or IFAF-appointed consultants or agents.
- 2.1.5. All individuals who compete, coach, officiate, work at, or otherwise participate in a supporting role, including parents and legal guardians of a player in an event or training camp or activity organised, sanctioned or approved by IFAF.
- 2.1.6. All individuals who hold an IFAF or IFAF-recognised officiating or coaching certification or Technical Official certification.
- 2.1.7. All individuals who receive accreditation at any IFAF tournaments, events and activities or act as an IFAF contractor or volunteer in relation to such tournaments, events and activities.
- 2.1.8. All individuals who serve as members of any IFAF committee or national or international committee related to IFAF.
- 2.1.9. All persons who have, whether by enjoying any form of licence, accreditation or any other status from IFAF, or otherwise consented (expressly or impliedly) to be bound by this Code.

2.2. Any person who ceases to be a Covered Person for any reason shall for all purposes under these Regulations be deemed to be and to remain a Covered Person in respect of any allegation into conduct whilst that person was a Covered Person.

2.3. Any Covered Person shall be deemed to be and to remain a Covered Person for a continuous period of 12 months after the date, on each occasion, upon which that person became a Covered Person.

2.4. Any person from outside the sport of American Football who applies to be a member of an independent committee or commission of IFAF shall be known as an “Outside Party” and shall upon appointment to the IFAF Committee automatically be bound to these Regulations and other applicable IFAF rules and regulations.

## Connected Persons

3.1 A “Connected Person” is a natural or legal third-party connected to a Covered Person, and includes:

3.1.1 any parent, grandparent, child, stepchild, grandchild, brother, sister or spouse of a Covered Person or any person living with the Covered Person as his/her partner;

3.1.2 a firm, company or association in which the Covered Person is a partner, officer, employee, consultant, director, member or shareholder.

## Purpose

4.1. Covered Persons have an obligation to act in the best interests of IFAF and in accordance with the IFAF Statutes, the IFAF Integrity Code and all other IFAF rules or regulations. They are expected to act impartially and objectively and to actively take steps to avoid Conflicts.

4.2. Conflicts matter because they affect discussions and decision-making and may result in decisions being reached that are not in the best interests of IFAF. They can give the perception internally, to external stakeholders, and to the wider public that improper conduct has occurred even when it has not.

4.3. A Conflict can come in various forms. Each Covered Person is responsible for identifying if there is a Conflict or potential Conflict that may affect them or someone connected to them.

4.4. Sound decisions can be made around a Conflict or potential Conflict by identifying, disclosing and mitigating the conduct appropriately.

4.5. These Regulations are not intended to adversely affect normal decision making within IFAF. It is intended to make it more transparent, and to allow the management of Conflicts that will inevitably arise. It is important that management of a Conflict is proportionate to the risk that it poses to the best interests of IFAF.

## Types of Conflict

5.1. There are two types of Conflicts:

5.1.1. Conflict of interests - This is where an Covered Person or Outside Party has an interest personal to them (which may be financial or non-financial) which conflicts, or may conflict, with the best interests of IFAF.

5.1.2. Conflict of duties – This is where a Covered Person or Outside Party owes a duty to another body (such as being an employee, elected official, director etc.) that conflicts, or may conflict, with their duties to act in the best interests of IFAF. This type of conflict does not have to be personal or financial to the Party. A conflict of duties can also be described as a ‘conflict of loyalties’.

5.2. A Conflict can still arise if it involves a payment or benefit being given to a Connected Person.

**Duty to Avoid Conflicts**

6.1. All Covered Persons and Outside Parties are under a duty to avoid a Conflict where possible.

6.2. If an actual Conflict or potential Conflict and / or perceived Conflict exists, it must be declared by the Covered Person or Outside Party and managed as set out in these Regulations.

6.3. Any doubt as to whether certain facts or circumstances may give rise to a Conflict should be resolved in favour of declaring those facts or circumstances.

## Declaration of Interests

7.1. When standing for an elected position within the IFAF Board the Covered Person or Outside Party must declare their interests in writing on a need-be basis in the form a written declaration.

7.2. Any declaration must include as a minimum identifying:

7.2.1. Directorships, partnerships and employments with IFAF, Member Federations or businesses that are engaged in the sport of American football or derive any substantial portion of their revenue from the sport;

7.2.2. Any office held with IFAF, Member Federations and any other body at whatever level of the sport; and

7.2.3. Any material or pecuniary interests arising from close family or personal relationships with another Covered Person.

7.3. The IFAF Secretary General will use the information in the Declarations to maintain a Register of Interests. The IFAF Secretary General shall maintain the information in the declarations in accordance with applicable data protection principles and shall not be used for any other purpose by IFAF.

7.4. Covered Persons must submit declarations as soon as possible following any change in circumstances and, in any event, must re-submit them not later than 14 days before each IFAF Congress if running for a Board position or sitting on the Board.

7.5. At any IFAF committee or commission meeting relevant to a Covered Person or Outside Party and in which they are attending, the Covered Person or Outside Party is required to declare to the chair the nature and extent of any potential or actual Conflicts they may have in the proposed business of the meeting. In particular this includes declaring any Interests they or any Connected Person may have in any existing or proposed transactions or arrangements with IFAF. This procedure applies also to meetings held by any remote means of communication.

7.6. Each meeting of any IFAF committee or commission should provide an opportunity to disclose possible Conflicts. Such declarations shall be recorded. If a Covered Person or Outside Party realises at a later point in the meeting that they may need to declare a Conflict, this must be done promptly and shall be recorded.

7.7. Any Covered Person who has a concern or is unsure of the proper procedure to follow should contact the IFAF Health and Integrity Unit for guidance.

## Managing Conflicts

8.1. If a Covered Person or Outside Party has a Conflict, then a decision must be made as to how to manage it. The principal organ for making such a decision will be the Health and Integrity Unit. If for reasons of convenience or expediency this is not possible, then it shall be responsibility of the:

8.1.1. Chair of the meeting at which the Conflict becomes relevant; and/or

8.1.2. Secretary General/Directing Manager.

8.2. A Covered Person or Outside Party is required to give the decision-maker any additional information asked for to determine how the Conflict is to be managed.

8.3. The decision-maker may decide that the Covered Person:

8.3.1. can continue to participate in the normal way with the interest being recorded;

8.3.2. shall not participate in the proceedings and is to abstain in any vote (but the body may ask the Covered Person to provide any relevant information concerning the matter); or

8.3.3. is to withdraw for the whole or part of the affected proceedings.

8.3.4. In more egregious instances of Conflicts of Interest which have wider ranging consequences and implications that may lead to violations of the IFAF Integrity Code or other regulations

## Relationships with Member National Associations

9.1. Covered Persons or Outside Parties will often be involved with their Member Federation, which is to be expected and anticipated. When working for IFAF, or sitting on an IFAF committee or commission, Covered Persons and Outside Parties must act and vote as independent individuals and not as representatives of their National Associations. Conflict of Interest forms are to be signed by all IFAF committee or commission members to this effect.

9.2. By way of further guidance, there is no Conflict due to the Covered Person or Outside Party's involvement with a Member Federation, even when that National Association has made a submission that is being discussed, unless the discussion or proposed decision:

9.2.1. affects that individual's Member Federation specifically;

9.2.2. affects that individual's Member Federation in a different way from all other Members; or

9.2.3. the individual works for of their Member Federation and that position may be affected by the decision.

**Annex 1**

## Three-step process for dealing with Conflicts of Interest

**Report Conflict**

Notification by a Covered Person of the existence of a conflict of interest situation.

**Assess Conflict**

Consideration of risk exposure for IFAF and the Covered Person.

Consolidation and evaluation of facts.

Consultation with Integrity Officer/Disciplinary Officer

Discussion on gathered facts and information relating to the conflict, subject to dispute resolution.

**Notify Actions**

An offer of consequence or dispute resolution addressing the conflict of interest risks in order to minimise risk exposure.

Communication of the decision, reasoning and potential actions by the Disciplinary Officer, which could be:

Accepting - the risk exposure is minor but will be monitored;

Mitigating - through one or more mitigating action;

Rejecting - where conflict cannot be mitigated, a potential situation may have to be rejected; or

No conflict - the assessment conclude no conflict exists.

## Annex 2

### Examples of Dealing with Conflicts of Interest

#### EXAMPLE 1 – Real Conflict

An IFAF Director provides paid consulting services to an IFAF supplier during the weekend.

Solution: Disclosure of the conflict. Approval from the Integrity Officer and Secretary General to be obtained, with additional mitigation steps proposed (e.g. no involvement in activities relating to the supplier).

#### EXAMPLE 2 – Potential Conflict

An IFAF employee would potentially be involved in the decision process for a job vacancy for which their partner has indicated an interest in as they already work in the same role for another international federation.

Solution: There is no actual conflict yet, but one will arise if the employee's partner actually applies for the open position or asks for additional information. The employee is advised to disclose the potential conflict, when relevant, to be cautious about providing information in order not to disadvantage other candidates and to withdraw from the decision-making process in general.

#### EXAMPLE 3 – Perceived Conflict

A significant supplier contract was awarded to the brother-in-law of a IFAF Athletes Committee member leading to the perception from the outside world that favouritism occurred.

Solution: This perception can be mitigated by demonstrating that: (i) there was full disclosure from the Athletes Committee member, (ii) by evidencing that bids from several potential suppliers were considered, and (iii) the member was not part of the decision-making process.

# FINAL PAGE

2026



INFO@AMERICANFOOTBALL.SPORT

