



# **UK SPORTS ASSOCIATION**

## **For People with Learning Disability**

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## **UKSA NOMINATIONS PROCEDURE**

### **TO EXTERNAL ROLES, INCLUDING INTERNATIONAL REPRESENTATION**

This policy is designed to guide the process of nominating and managing UKSA representatives to outside agencies including international positions.

This includes anyone who represents UKSA externally in a formal role and might include INAS representatives and post holders, National Governing Bodies representatives or other key sporting organisations.

The policy is designed to ensure a fair, transparent and consistent approach is taken.

#### **Nominations Procedure**

As roles arise, UKSA will advertise them well in advance of the closing date through its membership - the Home Country Associations. The pack will include a copy of the Nominations Procedure Policy. Invitations for nominations will be requested through the Home Country Association.

To apply for a position, a typewritten CV application, with colour photograph should be submitted to UKSA by the defined closing date. This application should be accompanied by a covering letter from the applicants Home Country Association detailing their suitability for the post. (in the same way that coaches/team managers are currently nominated to GB squads). Applicants may wish to also include a personal letter to accompany their CV which highlights their suitability for the position they are interested in. Applicants must be over 18 years old.

If applying for a Technical position of any level, any potential nominee should have and be able to demonstrate through their CV and if necessary by providing additional information, current senior level experience and corresponding formal technical qualifications in order to be eligible for consideration for this type of post.

**Applications should be submitted by interested parties, to the relevant Home Country Association in the first instance.**

The Home Country Association will submit applications to UKSA. Home Country Associations should, where deemed appropriate, include a letter of support/endorsement for a nomination being sent to UKSA.

Only applications receiving Home Country Association endorsement will be sent to the UKSA National Director who will collate and bring them to the attention of the UKSA Board of Directors. The Directors will cast their vote in accordance with voting procedures (see below).

### **Conflict of Interest**

Applicants may have personal or business interests that could conflict with UKSA's. Applicants must declare these interests in their application

### **Board of Directors and Voting**

The Directors of UKSA will consider all applications before them and a vote will be held. Normal UKSA voting guidelines, in accordance with the UKSA Constitution (e.g. regarding quorums and majorities) shall apply. The Chair of the group shall carry the casting vote.

Directors' decisions will be based upon the information provided in the CV and covering letter and considered in light of the requirements of the post and the Code of Conduct. Directors should also take into consideration the letter of support/endorsement provided by the relevant Home Country Association. If no letter of support/endorsement is provided, Directors should give weight and consideration to this fact.

Individuals may hold more than one post, but the impact of one on the other or indeed the potential for conflict of interest will be considered by the Directors.

Appeals can be lodged according to the normal UKSA appeals process.

### **Length of Service**

Individuals elected to represent UKSA in an external role shall be required to periodically re-apply for the post.

An individual may hold an external post:

- Until the individual tenders their resignation, or
- Until a formal (periodical) re-election is held by the external agency

Where no formal re-election is held by the external agency then the maximum period is 2 years.

*Example 1: An INAS post which is subject to re-election every 4 years can be held by a UKSA representative for the full 4 years, and would be eligible to re-apply in an open nomination process as above.*

*Example 2: A National Governing Body post which has no formal re-election process could be held for a maximum of 2 years before being subject to an open nomination process.*

## **Representation**

Any individual holding an external post must represent the views and opinions of UKSA at all times. Individuals holding positions within INAS-FID/Europe should represent the views and opinions of those bodies. All post holders should work for and uphold the best interests of athletes with a learning disability.

To be eligible for nomination, individuals should be actively involved with UKSA and a Home Country Association, and should maintain regular communication and dialogue with them.

Following meetings, representation at events or other activities, a concise report should be submitted by the post holder to UKSA detailing the important points. The post holder should also be available to answer any questions regarding their representation.

## **UKSA Representative Code of Conduct**

Anyone holding an external post (subject to INAS-FID/Europe considerations) on behalf of UKSA is expected to:

- Help UKSA achieve its aims and objectives
- Always act in the best interests of people with a learning disability and UKSA. You should not put the interests of your local area or any other organisation before the interests of UKSA.
- In the case of INAS-FID/Europe, represent the views and opinions of those bodies.
- Act in a way that will not damage UKSA's or INAS-FID/Europe's name or reputation
- Know what the Board and membership of UKSA think about issues to do with learning disability.
- Listen to others and respect what they say
- Not talk about confidential information outside the organisation and respect the confidentiality of matters where instructed.
- Arrive at meetings on time and stay until the end
- Attend meetings. If you cannot attend you must contact UKSA to let them know. If a representative does not attend two (2) in a row, the Board of UKSA may decide to remove the representative from the post
- Provide appropriate feedback to the UKSA Board and its membership