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**BOTSWANA FOOTBALL ASSOCIATION**

**CODE OF CONDUCT (BFA COC) 2016**

## CODE OF CONDUCT FOR OFFICIALS

### 1. Introduction/Preamble

- 1.1 This document provides guidance to football officials at various levels of the Association; it is not a replacement for other existing and lawful documents. It is intended to provide the required discipline as well as promote principles of good corporate governance among members of the Association.
- 1.2 This Code of Conduct is recognized as an extension of the BFA Code of Ethics, BFA Disciplinary Code, as well as part of the Play Rules and Regulations of the Association and is accordingly enforced.
- 1.3 Where there is uncertainty in clarity and/or inconsistency or contradiction in content, interpretation, with the BFA Code of Ethics, the interpretation, clarity, or provision in the latter shall apply.
- 1.4 This document does not cover employees of the Association who shall be covered by the Conditions of Service of BFA Employees.
- 1.5 Certain officials/structures of the Association may produce additional and more specific documents to deal with their members or situations more effectively and as may be required by or provided for in various internal and or external documents.

### 2. BFA Structures

- 2.1 All NEC Members shall not hold any other office within the BFA Structures.
- 2.2 Except where specifically exempted in the BFA Constitution, Play Rules and Regulations, and or other policy documents, all Members of RFA and or National League (Premier League and First Division Leagues) Committees shall avoid holding office at club level.
- 2.3 All officials shall promote consultative/democratic principles and good corporate governance at all levels of the Association.

- 2.4 All officials shall collectively and individually take responsibility for both the successes and failures of their respective structures; provided that only identified culprits may be sanctioned where appropriate.
- 2.5 No official shall take part, promote or be involved in any form of violence at football activities; officials shall preach non-violence all the time.
- 2.6 No person shall hold office in any of BFA Structures when he/she has been convicted of a case or cases of corruption, dishonesty/fraud, theft, and or serious criminal offences.
- 2.7 All officials shall declare their personal interests on any matter being considered and or discussed, in a meeting or otherwise, requiring a decision(s) which may be to the advantage or disadvantage of concerned party directly, indirectly, his/her employer, business interests or other.
- 2.8 It shall be the sole responsibility of all officials of the Association to acquaint themselves individually and or collectively with all provisions (constitutionally, administrative, procedural, etc.) governing any part, structure, or member of the Association.
- 2.9 No official shall do and or say anything or act in any manner that could in whatsoever way be seen to be bringing or having the potential to bring the good name of any member, official, structure, or part of the Association into disrepute.
- 2.10 Officials shall at all times defend, protect, sell and positively portray the good name of the Association.
- 2.11 All officials shall at all times behave and or conduct themselves in a way that instill confidence, trust, and respect from the general membership and the public at large.
- 2.12 All officials of National Teams shall not recruit or be seen to be recruiting their respective national team players while in camp.
- 2.13 It shall be the sole responsibility of all officials of the Association to acquaint themselves individually and or collectively with all provisions and or requirements as members of local, regional and international bodies (constitutionally, administrative, procedural, etc.) governing

any part, structure, or member of the Association and shall not say and or do anything that could put BFA Affiliation and or the bodies to which BFA is affiliated into disrepute.

- 2.14 Officials shall at all times defend, protect, sell and positively portray the good names of bodies to which BFA is an affiliate.
- 2.15 Officials shall exercise the highest discretion when dealing with officials, members, supporters, sympathizers of their affiliates.
- 2.16 Officials shall exercise their official duties with the sole aim of promoting the Association, football and the principles of fair play; thus official duties shall be carried out without any form of discrimination, favour, nepotism, bias, etc.
- 2.17 Officials shall not leak information to unauthorized parties including Members of BFA as the case may be; in this regard, officials shall sign a secret oath.
- 2.18 All officials shall observe the agreed procedures for communicating both internally and externally.
- 2.19 Officials shall thrive to work harmoniously with, respect and support each other and any member/official of the Association.
- 2.20 Officials shall adopt sound financial management principles to build confidence of the general membership, existing as well as potential partners and or sponsors of football. Any official who fails to account for resources of the Association under his/her custody shall be liable for disciplinary action and shall not be eligible to hold any BFA position; provided that the Association may, on its discretion and through any of its structures, consider court action against such an individual.
- 2.21 Officials shall not engage in dirty money, any unethical activities or dealings on behalf of any part, structure, club, member of the Association.
- 2.22 Any person who fails to attend a minimum of two thirds of properly called/convened meetings of the committee and or structure to which he/she is elected/appointed without good/satisfactory justification shall cease to be a member of such a committee/structure; to this end, an apology does not necessarily constitute good/satisfactory justification.

### 3. Club Officials

- 3.1 It shall be the sole responsibility of all club officials to acquaint themselves individually and or collectively with all provisions (constitutionally, administrative, procedural, etc.) governing any part, structure, or member of the Association.
- 3.2 It shall be the sole responsibility of club officials to abide by the provisions of the BFA Constitution and any other law, rule, procedure, guidelines, etc. forming official documents of the Association.
- 3.3 No club official shall take part, promote or be involved in any form of violence at football activities; officials shall preach non-violence all the time.
- 3.4 Club officials shall promote consultative/democratic principles and good governance within their clubs for the betterment of the administration of their clubs and football in general; in this regard, club officials shall uphold their clubs' constitutions and or any other law, guidelines, rules or procedures, etc pertaining thereto.
- 3.5 Club officials shall at all times file/submit their most up to date club constitutions to BFA; in this regard, club officials shall advise BFA of any changes in their constitution.
- 3.6 Club officials shall ensure that their club constitutions are in harmony with that of the Association.
- 3.7 No club official shall do and or say anything or act in any manner that could in whatsoever way be seen to be bringing the good name of any member, official, structure, or part of the Association into disrepute.
- 3.8 Club officials shall at all times defend, protect, sell and positively portray the good name of their clubs and the Association.
- 3.9 All club officials shall at all times behave and or conduct themselves in a way that instill confidence, trust, and respect from their general membership and the public at large.
- 3.10 To the extent that it is relevant, it shall be the sole responsibility of all club officials to acquaint themselves individually and or collectively

with all provisions and or requirements affecting BFA as a member of local, regional and international bodies (constitutionally, administrative, procedural, etc.) governing any part, structure, or member of the Association and shall not say and or do anything that could put BFA Affiliation and or the bodies to which BFA is affiliated into disrepute.

3.11 Club Officials shall at all times defend, protect, sell and positively portray the good names of bodies to which BFA is an affiliate.

3.12 Club officials shall exercise their official duties with the sole aim of promoting their clubs, BFA, football and the principles of fair play.

3.13 Club officials shall not leak classified/restricted information to unauthorized parties including their members; it shall be deemed a case of misconduct by the concerned club official and the club for anyone to behave in the contrary.

3.14 Club officials shall observe the agreed procedures for communicating both internally and externally.

3.15 Club officials shall thrive to work harmoniously with, respect and support each other and any member/official of the Association.

3.16 Club officials shall take responsibility for educating their players, members, supporters, sympathizers, etc about the laws of the game, BFA Constitution, any rules and regulations affecting the administration and or development of football in Botswana.

3.17 Clubs shall take responsibility for any misconduct by their players, members, supporters, sympathizers, etc. This is notwithstanding that individual player, member, supporter, sympathizer, etc may also be dealt with individually/separately as the case dictates.

3.18 It shall be the sole responsibility of club officials to provide adequate security at games for all match officials, players and the spectators; failure to act accordingly shall be deemed misconduct by the said club and its officials.

3.19 Club officials shall promote good sportsmanship/relations with other members of BFA.

- 3.20 Club officials shall position their clubs such that they could positively contribute to the achievement of the overall goals and objectives of the Association.
- 3.21 Club officials shall adopt sound financial management principles to build confidence of the general membership, existing as well as potential partners and or sponsors of football.
- 3.22 Club officials shall not engage in dirty money, any unethical activities or dealings on behalf of their clubs.

**4. Sanctions for Misconduct by Officials**

- 4.1 Any official and or club found guilty of misconduct in terms of this Code of Conduct or any other lawful document of the Association shall be appropriately sanctioned as provided for in the BFA Constitution, Play Rules and Regulations, Rules for BFA Structures, etc.
- 4.2 Misconduct under this Code of Conduct may render an individual ineligible to stand for BFA Office at any level of the Association.

**5. Reviewing of the Code of Conduct**

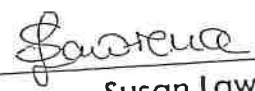
- 5.1 The BFA Code of Conduct for Officials shall be reviewed at appropriate times by the National Executive Committee (NEC) and presented for approval to/by the National Council (NC).

Gaborone, November 2016

Duly Signed for the BFA National Executive Committee

  
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 Maclean Letshwiti  
 PRESIDENT

06/12/16  
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 DATE

  
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 Susan Lawrence.  
 ACTING SECRETARY GENERAL

06/12/16  
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 DATE