

# **CLARBESTON ROAD AFC (CHARITY NUMBER 1163455)**

## **CONFLICTS OF INTEREST POLICY**

### **Introduction**

It is acknowledged and accepted that occasionally conflicts of interest may arise. There is no right or wrong approach to handling conflicts of interest, in most cases the issue is about the application of common sense.

### **Policy Statement**

“Officials of Clarbeston Road AFC are required to act in the best interests of Clarbeston Road AFC and in accordance with the Club’s aims and objectives. For these reasons, committee members, coaches and others acting on behalf of Clarbeston Road AFC must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the club in conducting club activities.”

### **Why have such a policy?**

Clarbeston Road AFC is committed to maintaining high standards and conducts its activities in an open and transparent manner. The aim of this policy and process is to protect both Clarbeston Road AFC and the individuals concerned from any appearance of improper behaviour. Conflicts of interests may arise where an individual’s personal, family or business interests and/or loyalties conflict with the objectives of Clarbeston Road AFC

Such conflicts may create problems and can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the club; and
- Risk the impression that the club has acted improperly

Individuals should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism. They should avoid situations where they, or Clarbeston Road AFC, could be open to suspicion of wrong doing and not put themselves in a position of conflict between their official club duty and private interest.”

Clarbeston Road AFC accepts that people may take part in legitimate financial, business, charitable and other activities outside of their club roles, but any potential conflict of interest raised by those activities should be disclosed promptly on the declaration of interest form.

This policy explains what is viewed by Clarbeston Road AFC as a conflict of interest and the procedure to follow where a conflict of interest arises. Implementation of this policy and procedure must be clear and transparent and not subject to any unfair discriminatory practices.

This Policy applies whenever a committee member of Clarbeston Road AFC or other official recognises, or should reasonably recognise, that he/she has a Conflict of Interest.

A **Conflict of Interest** is a situation in which a person has an Interest (defined below) which may compromise that person’s obligations to Clarbeston Road AFC or to any other person or body with which Clarbeston Road AFC has a relationship

(e.g. Local Authority, Sport Wales, a sponsor). A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest. A *perceived* conflict of interest is one that a reasonable person would consider likely to compromise objectivity. A *potential* conflict of interest is a situation that could develop into an actual or perceived conflict of interest.

An **Interest** is a financial or non-financial interest involving the person, or a Connected Person (defined below). A *financial interest* refers to anything of non-trivial monetary value including but not limited to salary, commission, consultancy fees, contractual interest, discounts, property and royalties. A *non-financial interest* refers to any non-financial benefit or advantage including but not limited to access to privileged information or services, property or intellectual property rights and enhancement of a career, education or professional reputation, selection of an athlete/team or similar.

A **Connected Person** is anyone with whom the individual in question has a relationship which is likely to appear to a reasonable person to influence the individual's objectivity including but not limited to close family, their partner and close personal friends.

**If an individual has a Conflict of Interest, they are expected to disclose it under the procedure set out below.**

### **Declaration of interests**

All club committee members, coaches and other officials must declare their interests in connection with their role in Clarbston Road AFC. A declaration of interests form is provided by Clarbston Road AFC for this purpose.

It is the responsibility of the Club Secretary to ensure that individuals are provided with a declaration of interests form and that the completed form is received, reviewed and retained by the Club.

The declaration of interests needs to be revised or updated at least annually and also immediately if any changes occur.

If anyone is not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If anyone would like to discuss their concerns, please contact the Club Chair for confidential guidance.

Interests will be recorded on the Clarbston Road AFC register of interests, which will be maintained by the Secretary. The register will usually be accessible by the Club Chair and Secretary only.

Where it is subsequently discovered that one or more persons involved in a decision had not declared their conflict of interest to the meeting or equivalent, the Chair will decide whether the matter needs to be reconsidered and may so direct.

On receipt of the completed forms the Secretary will update the register with the information declared by each individual.

### **Data Protection**

The information provided will be processed only to ensure that the best interests of Clarbston Road AFC are maintained. The information provided will not be used for any other purpose.

## **Managing Conflict**

The Secretary and the Chair shall be responsible for reviewing the declaration of interest forms and register and advising on any action required to manage any particular conflict. If a conflict can be managed the process must be clear and reported in the register.

Conflict of Interest can arise in various ways; the most likely is in a meeting situation, therefore Clarbston Road AFC has set up the following process to be followed:

At every meeting the Chair of the meeting is required to ask those attending to declare any interest(s) linked to any item on the agenda. All notifications (including "none") must be reported in the minutes of the meeting along with the actions taken by the Chair to manage the conflict.

If a conflict decision is challenged all information must be referred to the Vice Chairman who will be responsible for reviewing the decision made with the Chair and providing written recommendations for any action.

## **What to do if you face a conflict of interest?**

You should declare your interest at the earliest opportunity.

Below are examples of how an individual may manage conflict themselves or how a Chair might manage a particular meeting situation:-

- not taking part in discussions of certain matters
  - either staying in the room or
  - vacating the room until the particular item is finished;
- not taking part in decisions relating to certain matters
  - either staying in the room when the decision is made or
  - vacating the room until the decision is made having stayed for the discussion;
- if the conflict relates to the Chair of the meeting, he/she must vacate the chair and the room until the particular item is finished;
- stepping aside from any involvement in a particular task or selection decision;
- declaring an interest linked to a particular sponsor or third party
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## **Conflicts That Cannot Be Managed**

Situations may arise where the Chair decides it is not possible to manage the conflict, in these circumstances the Chair will request a meeting with the individual concerned to discuss and agree the way forward. The register should be noted accordingly with the date of the agreement; the full details may or may not be included as determined by the agreement and level of confidentiality.

Note: Once agreed, the Conflict of Interest Policy and Procedures should be regularly reviewed, every 2 years would be normal practice.

## Declaration of Interest Form

Declaration of Interest

Name:

I hereby declare an interest as set out below and undertake to abide by Clarbeston Road AFC policy on such matters and to comply in any decisions of the Chair with regard to the management of my conflict(s).

Signed:

Dated:

### Nature of Interest(s)

| Interest:                           | Financial                                   | Non-Financial                               |
|-------------------------------------|---|---|
| Self:<br><i>Name</i>                | <i>Please write NONE if nothing applies</i> | <i>Please write NONE if nothing applies</i> |
| Connected Person:<br><i>Name(s)</i> | <i>Please write NONE if nothing applies</i> | <i>Please write NONE if nothing applies</i> |

### Notes

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Reviewed by trustees on 20<sup>th</sup> October 2020