

## Thongsbridge Tennis and Fitness Conflicts of Interest - Policy and Procedures

### Introduction

Thongsbridge Tennis and Fitness acknowledges and accepts that 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

Thongsbridge Tennis and Fitness 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 Thongsbridge Tennis and Fitness and the individuals concerned from any appearance of improper behaviour. Conflicts of interest may arise where an individual's personal, family or business interests/or loyalties conflict with the objectives of Thongsbridge Tennis and Fitness.

Such conflicts may create problems and can:

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

The aim of this policy is to protect both the club and the individuals involved from any appearance of wrong doing. Even the appearance or suggestion of a conflict of interest can damage the reputation of Thongsbridge Tennis and Fitness.

Board, committee members, coaches, employees, volunteers and others acting on behalf of Thongsbridge tennis and Fitness 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 Thongsbridge Tennis and Fitness, could be open to suspicion of wrongdoing and not put themselves in a position of conflict between their official Thongsbridge Tennis and Fitness duty and private interest.



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Thongsbridge Tennis and Fitness accepts that people may take part in legitimate financial, business, charitable and other activities outside their Thongsbridge Tennis and Fitness roles, but any potential conflict of interest raised by those activities should be disclosed promptly on the declaration of interest form. Employees must obtain written permission from Thongsbridge tennis and Fitness before taking on a paid or volunteer role in any other sports organisation.

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

For the purposes of this policy, a conflict of interest is taken to be some personal financial interest or links to the beneficiary of a decision.

If the conflict of interest is exceptional the person's role may not be effected; if it would be frequent the Board of Directors will consider whether it might be best to consider an alternative role or no role at all.

Written declarations will be completed at least annually, in addition, any current or new declarations must be made at the meeting at which the decision in question will be considered.

Thongsbridge Tennis and Fitness recognises that there are numerous ways of addressing a conflict of interest and conflicts may come in a number of different forms not always linked to financial interest e.g. coach and player, employee and friend, husband and wife, etc.

The policy applies whenever a Committee member of Thongsbridge Tennis and Fitness, an employee or other official, recognises, or should reasonably recognise, that he/she has a Conflict of Interest.



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A **Conflict of Interest** is a situation in which a person has an Interest (defined below) which may compromise that person's obligations to Thongsbridge Tennis and Fitness or to any person or body with which Thongsbridge Tennis and Fitness has a relationship. A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest. A *perceived* conflict of interest is one which a reasonable person would consider likely to compromise objectivity. A *potential* conflict of interest is a situation which 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 a player/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.

## The declaration of interests

All club Board, committee members, employees, coaches and other officials must declare their interests in connection with their role in Thongsbridge Tennis Club. A declaration of interests form is provided by Thongsbridge Tennis Club for this purpose.

It is the responsibility of the Operations Manager 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 Chair of the Board for confidential guidance.

Interests will be recorded on the Thongsbridge Tennis and Fitness register of interests, which will be maintained by the Operations Manager. The register will usually be accessible by the Club Chair and authorised employees 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 Operations Manager 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 Thongsbridge Tennis and Fitness are maintained. The information provided will not be used for any other purpose. If the register is sent electronically, it must be password protected.

## Managing conflict

The Operations Manager 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 or a player selection process, therefore Thongsbridge Tennis and Fitness has set up the following process to be followed:

a) 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 recorded in the minutes of the meeting along with the actions taken by the Chair to manage the conflict.



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b) at a selection meeting/coaching session

If a conflict decision is challenged all information must be referred to the Club President 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 by 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 spouse or third party

### **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.

If an employee's conflict of interest is deemed non-manageable a copy in writing of the conflict, decision and signed agreement must be placed in the employee's Human Resources file. Such information shall be protected in accordance with the Data Protection Act and restricted to those who require it to fulfil their Thongsbridge tennis and Fitness



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responsibilities. The register should be noted accordingly with the date of the agreement; the full details may not be included as determined by the agreement and level of confidentiality.

Note : The Conflict of Interest Policy and Procedures should be reviewed every 2 years.

Next review date November 2026

### **Thongsbridge Tennis and Fitness Conflict of Interest Form**

This form must be completed at least annually by all identified Thongsbridge Tennis and Fitness personnel; it complies with the requirements of the Conflicts of Interest Policy of the club as amended from time to time.

The Conflicts of Interest Policy states:

“Committee members, coaches, employees, volunteers and others acting on behalf of Thongsbridge tennis and Fitness 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 Thongsbridge Tennis and Fitness, could be open to suspicion of wrongdoing and not put themselves in a position of conflict between their official Thongsbridge Tennis and Fitness duty and private interest.”  
The full policy document must be read prior to completion of this form and your completion confirms that it has been read and understood. *If you have any queries about the policy or this form please contact the Chairperson prior to completion.*

<b>Name (Block Capitals)</b>	
<b>Main Position within Thongsbridge Tennis and Fitness</b>	
<b>Additional Position(s) within Thongsbridge Tennis and Fitness</b>	

Thongsbridge Tennis and Fitness accepts that people may take part in legitimate financial, business, charitable and other activities outside their club roles, but any potential conflict of interest raised by those activities must be disclosed.





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N.B. A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest - please answer accordingly. **If you answer yes to a question, please provide further information below.**

PLEASE ANSWER THE FOLLOWING QUESTIONS

YES NO

- 1 Is there any relationship, either internal or external to the club, which you feel could cause actual, perceived or potential conflict of interest with your Thongsbridge Tennis and Fitness activities?
- 2 Have you or any connected person undertaken voluntary or paid work in the last 12 months that might cause actual, perceived or potential conflict of interest with you Thongsbridge Tennis and Fitness activities?
- 3 To your knowledge, do you or any connected person have a significant or influential relationship with, or any financial interest in, any organisation with which Thongsbridge Tennis and Fitness has a relationship, financial or otherwise?
- 4 In the last 2 years have you or any connected person, had any personal dealings with any Thongsbridge Tennis and Fitness existing or known potential sponsor?
- 5 Are you or any connected person, currently or previously in the last 2 years, a member of another tennis or fitness club?
- 6 To your knowledge, do you or any connected person have any other interest that may constitute a conflict of interest?

This information is collected **only for the purposes of managing conflict**; it may in certain circumstances be deemed sensitive personal information and shall be managed accordingly.



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**Thongsbridge Tennis and Fitness Conflicts of Interest details**

Please complete the table below for all questions answered **YES** on the declaration form.

An **Interest** is a financial or non-financial interest involving yourself or a Connected Person.

A **Connected Person** is anyone with whom you have (or had) a relationship which is likely to appear to a reasonable person to influence your objectivity including but not limited to close family, partner and close personal friends.

	Details of Conflict	Self (Y/N)	Connected Person/s (name/s)	Actual Conflict (Y/N)	Perceived Conflict (Y/N)	Potential Conflict (Y/N)	Action Decided
1							
2							
3							
4							
5							
6							

- I acknowledge that I have read and understood the Thongsbridge Tennis and Fitness policy on Conflicts of Interest.
- I confirm that I have completed answers to the best of my knowledge and that the information supplied is true and correct.







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- I confirm that I will update Thongsbridge Tennis and Fitness with any changed or new information.
- I understand that if any information is later found to be false I may be subject to disciplinary action.
- I understand that some or all of this information may be used by Thongsbridge Tennis and Fitness to compile a conflicts register.

Signed:		<b>TFC use only</b> <b>Form checked by:</b> <b>and details transferred to Conflicts Register</b>
Dated:		
Appended note	Yes/No (delete as appropriate)	<b>Conflict Decision:</b>  <b>Date decision confirmed to individual:</b>