



Conflict of Interest Policy

Policy Statement:

The Committee of Pit Farm Tennis Club ('the Club') is committed to maintaining high standards and conducting its activities in an open and transparent manner. Officers of the Club and Committee members are required to act in the best interests of the Club and in accordance with its aims and objectives. For that reason, Committee members and Officers of the Club must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the Club in conducting its activities.

This policy aims to establish clear guidelines for Committee members, Officers of the Club and the Committee to identify, disclose, and manage conflicts of interest that may arise during the course of their duties to protect both the Club and the individuals concerned from any appearance of improper behaviour.

Definitions:

Conflict of interest is a situation where an individual's personal interests, financial interests, relationships and/or loyalties could potentially influence or appear to influence their judgment or decisions in a way that conflicts with the objectives and/or the best interests of the Club. This can extend to 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 members, their partner and close personal friends.

It is acknowledged and accepted that occasionally conflicts of interest may arise. Such conflicts may create problems and can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the Club's interests; and/or
- Risk the impression that the Club has acted improperly.

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 Procedure:

Conflict of interest can arise in various ways; the most likely is in a meeting situation, therefore the following process is to be followed.

All Committee members and Officer of the Club must declare any conflicts of interest at the earliest opportunity. This can either be at a Committee meeting or by writing to the Honorary Secretary prior to any meeting where a potential conflict of interest might arise in the conduct of their duties.

Decisions on any disclosed conflict of interest will be taken at Committee meetings, and the following options may be recommended:

- 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;
- seeking approval for or stepping aside from involvement in a particular task or selection decision.

Any disclosed conflicts of interest should be minuted together with the outcome of the decision process or separately annexed to the minutes if a confidential matter.

Ultimately, it is not possible to define all circumstances which may lead to a conflict of interest. It is the responsibility of individuals to declare any matters which they feel may present an actual or potential conflict of interest. If, in doubt, it is better to make a declaration in writing to the Hon. Secretary of the Club.

Compliance:

All representatives of the Committee covered by this policy agree to adhere to this policy whilst in post and carrying out duties for the Club.

Any matter of question or interpretation that arises relating to this policy should be referred to the committee for a decision, where appropriate.

Data Protection:

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

Review:

This policy will be reviewed every three years by the Committee.
Next review: 1 October 2029