



Hampshire Netball Conflict of Interest Policy and Form

The committee members of Hampshire Netball Association (HNA) will strive to effectively manage any conflict of interest between the interests of the organisation and their own personal, professional and business interests. This includes managing actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee members.

By upholding the policy and managing conflicts of interest well the organisation will be aligned to accepted best practice principles and be compliant with the standards set out in Tier 1 of the Sport England Code for Sports Governance.

Examples of conflicts of interest could include:

- A committee member or a related party who will benefit financially by being a committee member of another organisation that seeks to do business with the organisation.
- A committee member or a related party who is related to a candidate they have nominated for election.
- A committee member or a related party who is also on the committee of another organisation that is competing for the same funding.
- A committee member or a related party who works for a business that may be awarded a contract to do work or provide services for the organisation.
- A committee member or a related party who is a member of a club or individual that has applied for a grant from the committee.

Upon appointment each committee member will complete a register of relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept securely and will be updated as appropriate.

The agenda for each meeting should include an item at the start of the meeting that requires committee members to declare any conflict of interests they may have in any of the agenda items.

When discussing the specified agenda item the individual may be asked to leave the room for the discussion or may not be able to take part in the decision (discussion and vote) depending on the judgement of the Chair.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

No more than three committee members shall be related or cohabiting and the governing documents of the organisation shall reflect the committee's responsibility to manage conflicts of interest, whether perceived or actual.

This policy is meant to supplement good judgment and committee members should use it in order to support common sense decision making.



Declaration of Interests Form

Hampshire Netball Association is charged with maintaining procedures for dealing with potential and actual conflicts of interest, including financial interest. As such, each committee member is required to declare any situations where private interests and duties to HNA may conflict.

If you are in doubt about an interest which you feel may conflict, ask yourself:

- Am I or might I be in a position where my family/friends or I could gain from the connection between my private interests and my involvement with the organisation?
- Do I have access which could influence purchasing decisions?
- Could my outside interests be in any way detrimental to the organisation or the Members' interests?
- Do I have any other reason to think that I may be risking a conflict of interest?

Procedure:

- All new committee members will be asked to make a declaration as part of the appointment process and these will be held by the organisation.
- Should a committee member become involved with any potential conflicting interest during the year, it is their responsibility to inform the committee chair immediately.
- Should a committee member have any financial interest, direct or indirect, in any matter being considered at a meeting it is their responsibility to disclose this either at the meeting or as soon as possible after the meeting and to withdraw from the meeting during the consideration of the matter.
- All committee members will be contacted annually with a request to complete a new declaration if their circumstances have changed from those originally declared on appointment.

Conflict of Interests

Tick the relevant statement

- I declare that I have no significant interests which the Membership and/or general public might reasonably conclude might influence the approach or actions of myself in carrying out my duties for HNA
- I declare that I currently have significant connections with organisations such that the Membership and/or general public might 'reasonably conclude that the interest involved might influence the approach or actions taken.