

# **Sydenham Lawn Tennis & Croquet Club Ltd**

## **Conflict of Interest Policy**

### Definition of a Conflict of Interest

It is recognised that members and employees of the Sydenham Lawn Tennis & Croquet Club Ltd ('the Club') and contractors, staff and volunteers may have interests associated directly or indirectly with the functions of the Club. It is therefore possible that a conflict of interest may arise.

A conflict of interest can be defined as a real, perceived or potential instance where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

### Who Does the Conflict of Interest Policy Apply To?

This policy covers anyone who attends a committee meeting, whether a Director on the Club Board, a section committee member, a Club employee, or anyone else invited to attend the Board or committee.

### Examples of a Conflict of Interest

In the context of the Club, there are various situations where a Conflict of Interest could occur, for example:

- A Director, section committee member, Club employee or contractor owns/has a controlling interest, or has a connection with a company or contractor who is going to carry out work. An obvious example being work related to any new building work or developments at the Club, including to any building or in the Club grounds;
- A tennis coach attending a meeting and suggesting a course of action that would benefit them;
- A Club employee being present when their wages are being discussed;
- A disciplinary case if the Board Director, Club Manager or any other person is involved or is close to the subject;
- Taking part in a decision which impacts or benefits a family member or other close relationship.

Please note that the above list is a guide; other scenarios can arise.

### Disclosing Examples of a Conflict of Interest

Board Directors, committee members and Club employees and contractors have a responsibility to proactively disclose any conflicts of interest at the earliest

opportunity. This is a key step towards managing any conflict of interest and making sure that decisions are made only in the best interests of the Club.

When appointing new Board Directors and committee members, or when appointing a new Club employee or contractor, they should be asked to disclose any current or potential conflicts of interest.

### Recording Conflicts of Interest

Any disclosed conflicts of interest will be recorded in the Conflict of Interest Register – see the Appendix. The Conflict of Interest Register summarises any current or potential conflicts disclosed by a Director, committee member, Club employee or contractor.

Making sure this information is recorded demonstrates that the Board or committee is aware of the conflict of interest and is taking steps towards managing them. It promotes transparency for the Club members, and reduces the risk of integrity being questioned later in time.

The Conflict of Interest Register should be updated annually, with the Board approving the updated Register when the Club Annual accounts are signed off.

### Managing Conflicts of Interest

Declaring and recording your interests is good practice, but it is still necessary to ensure that Club decisions are not influenced by any conflict of interest.

Taking actions to manage these conflicts of interest is therefore important. Managing conflicts of interest could involve excluding a Director, committee member, Club employee or contractor with a personal connection from related meetings or decision making processes, so as to ensure that only the Club's best interests are considered.

It's usually up to the Chair of the Board or committee to consult with the rest of the Board or committee to decide how to act.

Whatever action is taken, this information is in the meeting's minutes and recorded on the Conflicts of Interest Register.

### Representing a section at Board / Subsidiary Committees

Although not a formal conflict of interest, Board Directors and committee members need to keep in mind that:

- They are representing the overall section and not just a particular sub-section or even a personal viewpoint;

- When considering the interests of a group of members, it is also necessary to consider the impact on the whole of the membership.

This policy is reviewed every three years (or earlier if there is a change in national legislation).

Chair:

Gillian Bartlett

Welfare Officer:

Dez Lewington

**Appendix:**

**Sydenham Lawn Tennis & Croquet Club Ltd - Conflict of Interest Register**

<b>Name of person</b>	<b>Description of interest</b>	<b>Date of disclosure</b>	<b>Has the wider committee been notified of the interest?</b>	<b>Steps taken by committee / individual for dealing with the conflict</b>