



SUFFOLK TENNIS

SUFFOLK LAWN TENNIS ASSOCIATION

CONFLICT OF INTERESTS POLICY

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INTRODUCTION

In any organisation conflicts of interest may arise and every organisation needs arrangements in place that prevent, counter and deal with potential conflicts of interest. The purpose is to maintain the integrity of, and confidence in, the organisation and its people. Suffolk Lawn Tennis Association (SLTA) takes this most seriously and expects all those involved with it to act in the best interests of SLTA and tennis.

DEFINITION

A conflict of interest is a situation in which an individual's ability to exercise judgement or act in one role is, could be, or is seen to be impaired or otherwise influenced by their involvement in another role or relationship. A conflict of interest may occur when the personal interests of a person, group or organisation could compromise their judgement, decisions or actions through access to information or decisions from which they could benefit. Benefits may be:

- A direct or indirect financial interest
- A non-financial professional or personal interest
- Competing loyalties between an organisation to which they owe a primary duty or some other person or entity, or both

The existence of an actual, perceived or potential conflict of interest does not necessarily imply wrongdoing on anyone's part. Nevertheless, any private, personal or commercial interests that give rise to such a conflict of interest must be recognised, disclosed appropriately, and either eliminated or properly managed.

EXAMPLES

Financial interests

This is where an individual receives or may receive a direct financial benefit from the consequences of the award of funding, contracts, or other pecuniary benefits. These may include but not be limited to Wimbledon tickets, gifts, hospitality or other benefits that might reasonably be thought to influence, or be intended to influence, their SLTA-related decision-making or where doing so has the potential to bring tennis, and/or SLTA, or the LTA into disrepute.

Indirect financial interests

This is where an individual has a close association with another individual who has a financial interest in decisions such as those above. These could include a spouse/partner, close relative, close friend, business partner, or a business in which they have a financial interest (for example, a pension).

Non-financial professional interest

This is where an individual may obtain a non-financial professional benefit from the consequences of decision-making, such as increasing their professional reputation or status, or promoting their professional career. This could include situations where the individual is an advocate for a particular group or a member of a particular specialist professional body.

Non-financial personal interests

This is where an individual may benefit personally in ways that are not directly linked to their professional career, and which do not give rise to a direct financial benefit. These could include voluntary sector activity.

Indirect interests

This is where an individual has a close association with an individual who has a non-financial professional interest or a non-financial personal interest in a commissioning decision (such as those described above), for example a spouse/partner, close relative, close friend, or business partner.

RISK MANAGEMENT

Some roles have a heightened risk in relation to perceived conflicts of interest. These include:

- Procurement – particularly roles is responsible for administering tenders, supplier decisions and contract terms
- Grant awards – particularly those administering and supporting grants panels

- Contracting – including those determining contract terms or financial terms
- Management committee and council appointments.

CONFLICT OF INTERESTS REGISTER

SLTA will provide an induction for new officers on appointment or as soon as possible thereafter. SLTA will maintain the conflict of interests register. All officers should complete this on appointment or as soon as possible thereafter. It will include, at the least, potential conflicts of interest including (but not limited to):

- Home club(s)
- Relationship to other officers/key individuals in tennis
- Paid employment, in and outside tennis
- Other volunteering activities in and outside tennis
- Investments in commercial organisations involved in tennis
- Payment of expenses
- Gifts, tickets, hospitality, and awards received.

Changes to the register should be made as they occur. The secretary will regularly review the conflicts of interests register entries with individuals.

PROCESS TO BE FOLLOWED

SLTA management committee members, members of subcommittees, and other key individuals working with SLTA are expected to be familiar with this policy and recognise when they have a potential conflict of interest. They are expected to declare it as soon as it is recognised so that the person chairing the group can decide on the appropriate action. If the conflict relates to the chairperson, a temporary chairperson needs to be assigned in their place.

At the start of each management committee and subcommittee meeting, the Chair will call for any conflicts of interest to be declared.

ACTIONS ARISING FROM A DECLARATION OF INTEREST

Actions arising from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- Preventing the person who declared the conflict of interest to participate in particular discussions preventing the person who declared the conflict of interest from participating in particular decisions
- Preventing the person who declared the conflict of interest to participate in particular decisions at one or a series of meetings
- Where the conflict of interest has a significant impact on the reputation of SLTA, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, subcommittee, or role – or suspend their role until such time as the conflict of interest is no longer an issue
- Where a person fails to declare a conflict of interest, they may be subject to disciplinary or legal action.