

Witney Lawn Tennis Club

Policy for the management of conflicts of interest, March 13, 2022

The decisions made by the Officers and Committee Members of the club must be based only on the best interests of the club. The personal interests of the Officers and Committee Members, or the interests of people or organisations connected to them, must not be allowed to influence these decisions.

Identification of conflicts of interest

There are two common types of conflict of interest: financial conflicts and loyalty conflicts.

Financial conflicts

These conflicts happen when an Officer or Committee Member, or person or organisation connected to them, could get money or something else of value from a Committee decision.

Some common examples

Financial conflicts for an Officer or Committee Member happen if the Committee is deciding whether to:

- employ or pay the Officer or Committee Member, or their relative, for some work at the club
- sell, loan or lease club assets to the Officer or Committee Member
- buy, borrow or lease club assets from an Officer or Committee Member
- buy goods from a business owned by an Officer or Committee Member

It still counts as a conflict, even if the club would get a good deal for its money.

Loyalty conflicts

These conflicts are not about money or other benefits. They happen when, for other reasons, an Officer or Committee Member might not be able to make decisions that are best for the club.

Some common examples

They can happen if the Committee's decision involves a person or organisation linked to an Officer or Committee Member. For example:

- the employer of the Officer or Committee Member
- another club or organisation where they are a trustee, Officer or Committee Member
- the organisation that appointed them as a trustee
- their relatives or friends

There can be a conflict because the Officer's or Committee Member's responsibility (or loyalty) to the other organisation or person could compete with their responsibility to the club.

In summary, the decisions made by the Committee must be made:

- based only on what is best for the club
- without influence from the personal interests of Officers or Committee Members.

In order to identify and deal with conflicts of interest, the practices set out below should be followed by all Officers or Committee Members:

You must tell the other Officers and Committee Members if you personally have a conflict of interest. Do this early, before discussions or decisions happen.

Do not ignore something that might be a conflict for you or another Officer or Committee Member. Talk to the others if you are unsure.

As soon as the agenda for a Committee meeting is published, you should inform the Secretary of any conflict of interest that you may have in regard to any agenda item (or, at the very latest, declare this interest at the beginning of the meeting in question).

You should withdraw from any part of the meeting in which the matters affected by your conflict of interest are discussed.

A record of conflicts of interest should be kept in the minutes of Committee meetings and should show:

- what the conflict was
- who or what it affected
- when it was declared
- how it was managed.