



BERKSHIRE NETBALL

Conflict of Interest Policy and Form

The members of Berkshire Netball Management Board (BNMB) 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 members and stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and BNMB 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:

1. A BNMB member or a related party who will benefit financially by being a BNMB member of another organisation that seeks to do business with the organisation.
2. A BNMB member or a related party who is related to a candidate they have nominated for election.
3. A BNMB member or a related party who is also on the BNMB of another organisation that is competing for the same funding.
4. A BNMB 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.
5. A BNMB member or a related party who is a member of a club or individual that has applied for a grant from the organisation.

Upon appointment each BNMB 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 BNMB 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 two BNMB members shall be related or co-habiting and the governing documents of the organisation shall reflect BNMB's responsibility to manage conflicts of interest, whether perceived or actual.

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



BERKSHIRE NETBALL

Declaration of Interests Form

Guidance Notes

BNMB is charged with maintaining procedures for dealing with potential and actual conflicts of interest, including financial interest. As such, each BNMB member is required to declare any situations where private interests and duties to [the organisation] 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 BNMB members will be asked to make a declaration as part of the appointment process and these will be held by the organisation.
- Should a BNMB member become involved with any potential conflicting interest during the year, it is their responsibility to inform the BNMB Chair immediately.
- Should a BNMB 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 BNMB members will be contacted annually with a request to complete a new declaration if their circumstances have changed from those originally declared on appointment.



BERKSHIRE NETBALL

Related Parties

Tick the relevant statement

I declare that I have **no related parties** with 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 [the organisation].

I declare that I have **related parties** with 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 by a committee member of [the organisation] (please detail below).

Name	Relationship to You (e.g. partner/spouse, child, working parent)	Interest to Report (e.g. other boards of sporting bodies the related party sits on, any businesses for which the related party is an officer or director, or a majority shareholder, and the name of your related party's employer and any businesses they own)

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by the organisations Conflict of Interest Policy.

Signed:	Name:
Position:	Date:



Example Conflicts of Interest Register

Name	Role	Organisation/ Individual	Nature of the Conflict	Risk: Low/Medium/High
Mr A	Treasurer	Anywhere Football Club	Also Treasurer at AFC.	Low unless in competition for local funding
Miss B	Governance Lead	Anywhere University	Facilities Manager	Low unless ANC choose to benefit Anywhere University through contract for court space
Mrs C	General Committee Member	Anywhere Netball Super League Team	Assistant Performance Coach	Medium – Chair to ensure decision making is fair
Mr D	General Committee Member	Anywhere Netball Club	Head Coach	Low unless the club applies for direct funding or athlete development
Ms E	General Committee Member	Anywhere Specialist Sports College	Head of Netball	Low unless the college offers services such as a venue