

V2019.1



SportCheer Wales  
Conflict of interest Policy



## SportCheer Wales Conflict of interest policy and procedures.

### Introduction

It is acknowledged and accepted that occasionally conflicts of interest may arise. There is no right or wrong approach to handling conflicts of interest, in most cases the issue is about the application of common sense.

### Policy Statement

“Officials of SportCheer Wales are required to act in the best interests of SportCheer Wales and in accordance with SportCheer Wales’s aims and objectives. For that reason, committee members, employees, coaches and others acting on behalf of SportCheer Wales must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the National Board in conducting SportCheer Wales activities.”

### Why have such a policy?

SportCheer Wales is committed to maintaining high standards and conducts its activities in an open and transparent manner. The aim of this policy and process is to protect both SportCheer Wales and the individuals concerned from any appearance of improper behaviour. Conflicts of interests may arise where an individual’s personal, family or business interests and/or loyalties conflict with the objectives of SportCheer Wales.

Such conflicts may create problems and can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the SportCheer Wales; and
- Risk the impression that the SportCheer Wales has acted improperly

The aim of this policy is to protect both the National Board and the individuals involved from any appearance of wrong doing. Even the appearance or suggestion of a conflict of interest can damage the reputation of SportCheer Wales.

**Individuals should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism. They should avoid situations where they, or SportCheer Wales, could be open to suspicion of wrongdoing and not put themselves in a position of conflict between their official SportCheer Wales duty and private interest.**

SportCheer Wales accepts that people may take part in legitimate financial, business, charitable and other activities outside their SportCheer Wales roles, but any potential conflict of interest raised by those activities should be disclosed promptly on the declaration of interest form. Board members must obtain written permission from SportCheer Wales before taking on a paid or volunteer role in any other sports organisation.

This policy explains what is viewed by SportCheer Wales as a conflict of interest and the procedure to follow where a conflict of interest arises. Implementation of this policy and procedure must be clear and transparent and not subject to any unfair discriminatory practices.

*This policy should be used in conjunction with the SCW board members constitution*



This Policy applies whenever a committee member of SportCheer Wales, an board member or other official recognises, or should reasonably recognise, that he/she has a Conflict of Interest.

A **Conflict of Interest** is a situation in which a person has an Interest (defined below) which may compromise that person's obligations to SportCheer Wales or to any other person or body with which SportCheer Wales has a relationship (e.g. *Local Authority, Sport Wales, a sponsor*). A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest. A *perceived* conflict of interest is one which a reasonable person would consider likely to compromise objectivity. A *potential* conflict of interest is a situation which could develop into an actual or perceived conflict of interest.

An **Interest** is a financial or non-financial interest involving the person, or a Connected Person (defined below). A *financial interest* refers to anything of non-trivial monetary value including but not limited to salary, commission, consultancy fees, contractual interest, discounts, property and royalties. A *non-financial interest* refers to any non-financial benefit or advantage including but not limited to access to privileged information or services, property or intellectual property rights and enhancement of a career, education or professional reputation, selection of an athlete/team or similar.

A **Connected Person** is anyone with whom the individual in question has a relationship which is likely to appear to a reasonable person to influence the individual's objectivity including but not limited to close family, their partner and close personal friends.

**If an individual has a Conflict of Interest, they are expected to disclose it under the procedure set out below.**

### **The declaration of interests**

All National Board committee members, employees, coaches and other officials must declare their interests in connection with their role in SportCheer Wales. A declaration of interests form is provided by SportCheer Wales for this purpose.

It is the responsibility of the National Board Secretary to ensure that individuals are provided with a declaration of interests form and that the completed form is received, reviewed and retained by the National Board.

The declaration of interests needs to be revised or updated at least annually and also immediately if any changes occur.

If anyone is not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If anyone would like to discuss their concerns, please contact the SportCheer Wales Chair for confidential guidance.

Interests will be recorded on the SportCheer Wales's register of interests, which will be maintained by the Secretary. The register will usually be accessible by the National Board Chair and authorised board members only.

Where it is subsequently discovered that one or more persons involved in a decision had not declared their conflict of interest to the meeting or equivalent, the Chair will decide whether the matter needs to be reconsidered and may so direct.

On receipt of the completed forms the Secretary will update the register with the information declared by each individual.



## **Data Protection**

The information provided will be processed only to ensure that the best interests of SportCheer Wales are maintained. The information provided will not be used for any other purpose.

## **Managing Conflict**

The Secretary and the Chair shall be responsible for reviewing the declaration of interest forms and register and advising on any action required to manage any particular conflict. If a conflict can be managed the process must be clear and reported in the register.

Conflict of Interest can arise in various ways; the most likely is in a meeting situation or an athlete selection process, therefore SportCheer Wales has set up the following process to be followed:

a) at every meeting:-

The Chair of the meeting is required to ask those attending to declare any interest(s) linked to any item on the agenda. All notifications (including “none”) must be reported in the minutes of the meeting along with the actions taken by the Chair to manage the conflict.

b) at a selection meeting/coaching session all parties declaring an interest in Team Wales coaching roles will be removed from the conversation for the duration until that role has been declared as filled.

If a conflict decision is challenged all information must be referred to the National Board Secretary who will be responsible for reviewing the decision made with the Chair and providing written recommendations for any action.

## **What to do if you face a conflict of interest?**

You should declare your interest at the earliest opportunity.

Below are examples of how an individual may manage conflict themselves or how a Chair might manage a particular meeting situation:-

- not taking part in discussions of certain matters
  - either staying in the room or
  - vacating the room until the particular item is finished;
- not taking part in decisions relating to certain matters
  - either staying in the room when the decision is made or
  - vacating the room until the decision is made having stayed for the discussion;
- if the conflict relates to the Chair of the meeting, he/she must vacate the chair and the room until the particular item is finished;
- stepping aside from any involvement in a particular task or selection decision;
- declaring an interest linked to a particular sponsor or third party

## **Conflicts That Cannot Be Managed**

Situations may arise where the Chair decides it is not possible to manage the conflict, in these circumstances the Chair will request a meeting with the individual concerned to discuss and agree the way forward. The register should be noted accordingly with the date of the agreement; the full details may or may not be included as determined by the agreement and level of confidentiality.

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If an employee's conflict is deemed non-manageable a copy in writing of the conflict, decision and signed agreement must be placed on the board member's file. Such information shall be protected in accordance with the Data Protection Act and restricted to those who require it to fulfil their SportCheer Wales responsibilities. The register should be noted accordingly with the date of the agreement; the full details may or may not be included as determined by the agreement and level of confidentiality. Ref to HR policy may be required.

The conflict of interest policies and procedures will be reviewed by SportCheer Wales Anually.



## Conflict of Interest Form

This form must be completed at least annually by all identified SportCheer Wales personnel, it complies with the requirements of the Conflict of Interest Policy of SportCheer Wales as amended from time to time.

The Conflict of Interest policy states:

“Officials of SportCheer Wales are required to act in the best interests of SportCheer Wales and in accordance with SportCheer Wales’s aims and objectives. For that reason, committee members, employees, coaches and others acting on behalf of SportCheer Wales must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the National Board in conducting SportCheer Wales activities.”

The full policy document must be read prior to completion of this form and your completion confirms that it has been read and understood. *If you have any queries about the policy or this form please contact the National Board Chair prior to completion.*

<b>Name (Block Capitals)</b>	
<b>Main Position within SportCheer Wales</b>	
<b>Additional Position(s) within SportCheer Wales</b>	

SportCheer Wales accepts that people may take part in legitimate financial, business, charitable and other activities outside their SportCheer Wales roles, but any potential conflict of interest raised by those activities must be disclosed.

N.B. A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest – please answer accordingly. **If you answer yes to any question, please provide further details below.**

PLEASE ANSWER THE FOLLOWING QUESTIONS		YES	NO
1.	Is there any relationship, either internal or external to the National Board, which you feel could cause actual, perceived or potential conflict of interest with your SportCheer Wales activities?		
2.	Have you or any connected person undertaken voluntary or paid work in the last 12 months that might cause actual, perceived or potential conflict of interest with your SportCheer Wales activities?		
3.	To your knowledge, do you or any connected person have a significant or influential relationship with, or any financial interest in, any organisation with which SportCheer Wales has a relationship, financial or otherwise?		
4.	In the last 2 years have you or any connected person, had any personal dealings with any SportCheer Wales existing or known potential sponsor?		
5.	Are you or any connected person, currently or previously in the last 2 years, a member of another Cheerleading National Board?		
6.	To your knowledge, do you or any connected person have any other interest that may constitute a conflict of interest?		

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Please complete the table below for all questions answered **YES**.

An **Interest** is a financial or non-financial interest involving yourself or a Connected Person.

A **Connected Person** is anyone you have (or had) a relationship which is likely to appear to a reasonable person to influence your objectivity including but not limited to close family, partner and close personal friends.

	Details of Conflict	Self	Connected Person/s (name/s)	Actual Conflict	Perceived Conflict	Potential Conflict
1						
2						
3						
4						
5						
6						

- I acknowledge that I have read and understood the SportCheer Wales policy on Conflict of Interest.
- I confirm that I have completed the answers to the best of my knowledge and that the information supplied is true and correct.
- I confirm that I will update SportCheer Wales with any changed or new information.
- I understand that if any information is later found to be false I may be subject to disciplinary action.
- I understand that some or all of this information may be used by SportCheer Wales to compile a conflict register.

Signed:		<b>SportCheer Wales use only</b> Form checked by SportCheer Wales and details transferred to Conflict Register
Dated:		
Appended Note	Yes / No <i>(delete as appropriate)</i>	<b>Conflict Decision:</b> Date Decision confirmed to individual:

This information is collected **only for the purpose of managing conflict**, it may in certain circumstances be deemed sensitive personal information and shall be managed accordingly.