



Kent Netball Conflict of Interest Policy

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| Policy Name | Kent Netball Conflict of Interest Policy |
| Responsible Officer | Treasurer |
| Group Owner | KNMC |
| Date created/modified | 01/05/2021 |
| Version | 1.0 |
| Review date | 01/05/2027 |
| Applicable for | This policy is mandatory. It applies to all members of Kent Netball and volunteers acting in any capacity within netball where a separate policy does not exist. |
| Summary | This policy provides information on Kent Netball's Conflict of Interest Policy. |

Version control

| Person Responsible | Version and summary of changes | Date |
|--------------------|--|------------|
| Dawn Cox | First Version. Kent Netball Conflict of Interest Policy_v1.0 | 01/05/21 |
| Dawn Cox | Review with no changes. Kent Netball Conflict of Interest Policy_v1.0 | 01/05/2024 |

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1. Definitions

- Within the context of this policy the `organisation` is defined as the Kent County Netball Association (Kent Netball/KN).
- The `committee` is defined as the Kent Netball Management Committee (KNMC) as laid out in the Kent Netball Constitution.
- A `committee member` is a person who is elected, appointed or co-opted to serve on the KNMC or Subcommittee.

2. Purpose

The committee members of the organisation 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 stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and committee 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 but is not limited to:

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

3. Procedure

- Upon appointment each committee 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 committee 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 three committee members shall be related or cohabiting and the governing documents of the organisation shall reflect the committee's responsibility to manage conflicts of interest, whether perceived or actual.
- This policy is meant to supplement good judgement and committee members should use it in order to support common sense decision making.

Source: <https://www.englandnetball.co.uk/app/uploads/2019/10/Governance-Toolkit-All.pdf>

4. Relevant Contacts

General Enquiries secretary@kentnetball.co.uk

Chairperson chairperson@kentnetball.co.uk

5. Review of Policy

The KNMC will review this policy at three-year intervals.

Amendments to the policy are permitted at any time following a decision of the KNMC, which must be minuted.

A record of revisions of this policy will be recorded in the Kent Netball Documents – Version Control Register.