



Conflict of Interest Policy

For the Board and Management of Harrogate Sports & Fitness Club

1. Purpose of this Policy

The purpose of this policy is to ensure that decisions made by the Board and management of Harrogate Sports & Fitness Club (HSFC), a registered Community Amateur Sports Club (CASC), are always in the best interests of the club and its members. Conflicts of interest can arise when an individual's personal interests, or their duties to another organisation, could influence their decision-making at the club. This policy outlines the procedures for identifying, recording, and managing such conflicts.

2. Who This Policy Applies To

This policy applies to:

- All Board members/committee members
- All managers, coaches, and staff
- Anyone attending meetings where decisions are made on behalf of the club

3. What is a Conflict of Interest?

A conflict of interest arises when a person's judgement may be influenced by:

3.1 Financial Interests

Examples:

- Owning or being employed by a company, the club may buy goods or services from
- Family members receiving paid work from the club
- Personal gain from club decisions

3.2 Personal / Family Interests

Examples:

- A relative applying for a coaching role
- Close friends or partners affected by a club decision
- Selecting teams or access to facilities where family members are involved

3.3 Loyalty Conflicts

Examples:

- Holding a committee role at another sports club
- Committee member of a competing facility/organisation
- Personal commitments that influence decisions on club matters

4. Duty to Declare Interests

All Board and management members must:

- Declare any conflict as soon as they become aware of it
- Update the Register of Interests annually
- Declare conflicts at the start of every formal meeting
- Avoid voting on any issue where a conflict exists

5. Managing Conflicts of Interest

When a conflict is declared, the Board must decide the appropriate action:

5.1 Step Back / Abstain

The individual may remain present for discussion but cannot vote.

5.2 Leave the Room

For significant conflicts, the individual must leave the meeting while the matter is discussed and voted on.

5.3 Exclusion from Benefits

The individual may not receive financial, or material benefits connected to the conflict.

5.4 Use Independent Advice

If uncertainty exists, the Board should seek independent guidance.

6. Recording Conflicts

The club will maintain a Register of Interests, including:

- Name of the individual
- Description of the interest
- Whether it is ongoing or one-off
- How the Board decided to manage it

Meeting minutes must record:

- Who declared a conflict
- What the conflict was
- Actions taken
- Whether the member abstained or left the room

7. Examples of Common Conflicts in CASC Sports Clubs

- A Board member runs a local sports equipment shop, and the club needs new kit
- A coach's child is being considered for a scholarship or discounted membership
- A Board member's construction company bids for work on new courts or facilities
- Hiring a relative as a paid coach or administrator
- A team selection decision involving a partner or close friend

8. Breaches of This Policy

Failure to declare and manage conflicts can result in:

- Removal from the Board or management role
- Suspension from duties
- Review under club disciplinary procedures

9. Review of This Policy

This policy will be reviewed annually by the Board or sooner if required.

Approved by HSFC Board :