



GREATER MANCHESTER COUNTY NETBALL (GMCNA) – Conflict of Interest Policy

PURPOSE

The purpose of this Policy is to establish a framework within which GMCNA can manage its Governance responsibilities in line with Tier 1 of the Sports Governance Code.

ALIGNMENT TO PLAN

The Conflict of Interest Policy is an underpinning enabler so we really can fulfil our mission 'Greater Manchester County Netball Association will promote safe, equal and inclusive opportunities for members to take part in all areas of Netball at a level appropriate to their needs and aspirations. This will be achieved by taking positive actions to develop Netball, setting out the standards and expectations of those in the sport of Netball, and promote respect, good sportsmanship, high standards of behaviour and ethics in Netball. We will work in partnerships with affiliated leagues, clubs, teams and appropriate sporting outside agencies that will benefit our members. We will take pride and invest in the Volunteers of the Netball game whose contribution to the sport is invaluable'

POLICY STATEMENT

This policy is intended to supplement good judgment and Committee members should use it in order to support common sense decision making.

This commits and enables the County Committee Board and Working Groups to be compliant with all relevant legislation, all England Netball Rules, Regulations and Policies, Tier 1 of the Sports Governance Code and best practice guidelines.

The Committee of GMCNA recognise that they have a responsibility to identify, manage and mitigate any conflicts between the interests of GMCNA and the personal, professional and/or business interests of the members of England Netball, the RMB, County Committees, including Schools and its supporting Technical/Working Support Groups (TSG); this will include real and perceived conflicts.

We will strive to effectively manage and mitigate any conflict of interest in order to protect the integrity of the organisation's decision-making process, to enable our stakeholders to have confidence and trust in GMCNA, and to protect the integrity and reputation of volunteers and committee members.

The governing documents of the GMCNA will determine that the RMB/NW Counties/TSG shall have no more than two board members who are related, or co-habiting to mitigate any real or perceived conflicts of interest.

Definition of 'conflicts of interest'

A conflict of interest can occur when a Committee County/Schools or Working Group member or invited Volunteer is put in a situation or circumstance that impacts their ability to apply unbiased judgement or to act in role, as a result of being impaired or influenced by a secondary interest.

Examples of conflicts of interest could include:

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.
6. A Committee member who has other significant commitments that might impede their ability to participate or make decisions without bias.

Procedure

1. Annually, upon appointment or re-appointment, each County Committee or Working group 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 by the County Chair and will be updated on an annual basis or sooner if there is a change of circumstance.
2. The agenda for each meeting should include an item at the start of the meeting that requires County/Working group members to declare any conflict of interests they may have in any of the agenda items.
3. When a specific conflict on the agenda is identified the Chair, in consultation with the non-conflicted members of the Committee, will determine how the issue should be managed. This could include:
 - a. Excluding the conflicted member from taking part in the discussion or vote by requiring them to leave the room or;
 - b. Allowing the conflicted member to stay in the room but not participate in the discussion or any vote that may be required.
4. All disclosures and subsequent actions taken will be noted in the minutes.

REVIEW AND APPROVAL

The Conflict of Interest Policy will be reviewed annually by the County Management Board with recommendations for change presented to the County Committee for consideration and approval. However, subject to the same procedure being followed the policy may be changed at any point through the year if required by internal or external requirements i.e. a change in legislation.

DECLARATION of INTERESTS FORM

The declaration of interest form includes guidance notes and a declaration section (see below).

Declaration of Interests Form

Guidance Notes

The GMCNA is charged with maintaining procedures for dealing with potential and actual conflicts of interest, including financial interest. As such, each Committee member is required to declare any situations where private interests and duties to GMCNA 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 County committee and working group members will be asked to make a declaration annually and these will be held by the Chair.
- Should a County committee or Working Group member become involved with any potential conflicting interest during the year, it is their responsibility to inform the Chair of their group immediately.
- Should a County committee or Working Group 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 County committee and Working Group members will be contacted annually with a request to complete an updated declaration.

Version Control

Version No.	Approved by	Date Implemented	Summary of Change	Contact	Review Date
1	GMCNA	17/8/20		GMCNA Governance Group lead	