



# ATLANTIC RACQUET CENTRE (ARC) CONFLICT OF INTEREST POLICY

For the purposes of this document Directors of Atlantic Racquet Centre, ARC Tennis and Sports Club and ARC Centre Ltd will be referred to as Trustees.

## Purpose

It is recognised that Trustees, staff and volunteers will have interests associated directly or indirectly with the functions of Atlantic Racquet Centre. It is therefore possible that conflicts of interest may arise.

## Definition

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

## Policy

All Trustees of Atlantic Racquet Centre must notify the Chair of any perceived, real or potential conflict of interest as soon as it is recognised. The Chairperson will decide the appropriate action regarding the reported conflict.

If the conflict relates to the Chairperson, a Temporary Chair needs to be assigned to manage it.

In the case of staff and volunteers, any conflict of interest must be reported to the Chair of Trustees.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures, e.g. appointments, selection and contracting, should be adhered to without exception.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register.

## Procedures

The Chair of Trustees will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Chair will manage a "Conflict of Interest Register".

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

Recording the nature of the conflict of interest including any actions or decisions

The person who has declared the conflict to not participate in particular decisions

The person who has declared the conflict of interest not to be present for particular discussions

The person who has declared the conflict of interest not to participate in a series of meetings

Where the conflict of interest has a significant impact on the reputation of Atlantic Racquet Centre, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue

Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

Signed:



ARC Chair: Anoushka Lynd

Date: 12/04/2024

Signed:



Club Welfare Officer: Tish Shere

Date: 12/04/2024