
Crowborough Runners Conflicts of Interest Policy

Purpose

All members have a duty to ensure that the integrity of the decision-making process within the Club is maintained by ensuring that this is free from conflicts, or potential conflicts of interest. It is their duty to ensure that conflicts of interest are avoided, and it is for this reason that all likely to be involved need to understand what their obligations are when a conflict of interest, or potential conflict of interest, arises.

Scope

This policy applies to all Club officials, members of Club committees and members otherwise acting on behalf of the Club.

Official means an officer appointed by the members including the Chairman, Club Captain, Secretary, Treasurer and other Committee members who perform functions for and on behalf of the Club.

Policy

The relationship of the Club's officials, and members otherwise acting on behalf of the Club, should be based on mutual trust. As they have been appointed to act in the interests of the members, members expect them to act only in a manner that serves the interests of the Club alone.

A conflict of interest may occur when a Club official, or member otherwise acting on behalf of the Club, may lead them to take actions, undertake activities or form relationships that undermine the interests of the Club, that are for personal gain, or places the Club at a disadvantage.

Description of Conflict of Interest

A conflict of interest arises in any situation where a members duty to act solely in the best interests of the Club is compromised or is impeded by any other interest, relationship or duty they have. A conflict of interest also includes circumstances where a Club official's duty to the Club are in conflict with other duties owed by the official, such that the Club official is not able to fully discharge their duties owed to the Club, and for which they were appointed by the members.

Such a situation may take many different forms. These include, but are not limited to, the following conflict of interest examples

- A member uses their position within the Club for their own personal advantage.

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- A member engages in activities that will bring direct or indirect advantage to another organisation to the detriment of the Club.
 - A member uses connections obtained through the Club for their own private gain.
 - A member acts in ways that could compromise the Club's integrity, or bring the Club into disrepute.

Conflict of Interest Register

It is incumbent on a member to report any conflict, or potential conflict of interest, to the Club Secretary as soon as this becomes known to them for recording in the Club's Conflict of Interest Register. Any addition to the register to be reported by the Club Secretary to other Committee members for adjudication. This will be at the next scheduled Committee meeting unless considered of High Risk, in which case it is the circulated "out of Committee" and any action so agreed is to be ratified at the forthcoming Committee meeting.

Crowborough Runners Conflicts of Interest Register

Name	Role	Nature of Conflict	Risk High/ Medium/Low	Action Agreed