



Document revised	March 2024
Next revision due	March 2026

Shropshire Paddlesport Club – Declaration of Interest register

It is important that conflicts of interest across the club and committee are recognised, recorded and managed, to promote integrity and transparency at SPS.

A conflict of interest can arise when an individual, who is able to influence a decision within our club, has the potential to exploit that position to benefit personally, for a friend, family member or another connection, at the expense of the club's best interests. A committee member would have a conflict of interest if they (or their family) would be set to benefit personally from a committee decision.

What is a conflict of interest?

In the context of club conflicts of interest could include for example:

- A commercial provider being involved in decisions regarding who delivers coaching courses at the club.
- An equipment retailer being involved in decisions as to what club equipment is purchased and where from

- A committee member who is also involved in the running of another Paddle sport club or Location.
- A committee Member who also has a role within British Canoeing

It is worth noting that having a conflict of interest does not mean that your committee members have done something wrong. It is often inevitable that conflicts of interest arise; what's important is that they are recognised and handled appropriately, so as not to risk your club's integrity or reputation.

For example, it could be the case that in some cases a committee member's company may be the best to use, but the committee member should be open about the relationship from the beginning and not involved in the decision-making process over which company to use. This way they can't be accused of influencing the decision for personal gain at the expense of the club.

Recognising conflicts of interest

Asking club committee members to disclose any conflicts of interests is the first step towards managing them and making sure committee members only act in the best interests of the club.

New Committee members will be asked at their first Committee meeting to disclose any conflicts of interest. and all existing SPS Committee members will be asked a minimum of annually to disclose any conflicts of interest, as per the above examples, but not limiting to and to declare any future potential conflicts of interest at the earliest possible opportunity. Conflicts of interest will be recorded in Club minutes for transparency thus allowing Committee members to recognise and handle these appropriately, so as not to risk the club's integrity or reputation.

Recording conflicts of interest

Following any Committee members disclosed conflicts of interest, these will be recorded on a 'Register of Interests' and held and monitored by the club Secretary. This document will summarise any current or potential conflicts our committee members have. Making sure this information is recorded demonstrates that the committee is aware of the conflicts and are taking steps towards managing them. It promotes transparency for club members and reduces the risk of our Club's integrity being questioned later in time.

SPS will remember to check in with committee members, a minimum of annually, to see if the status of conflicts of interests has changed to keep the register up to date.

Managing conflicts of interest

SPS recognises that declaring and recording Conflicts of interests is good practice, but if our decisions are still influenced by these connections at the expense of the club, it hasn't really helped protect the club's integrity. So, the Club will need to take any appropriate actions to manage these conflicts of interest and could involve excluding a committee member with a personal connection from related meetings or decision-making processes, so as to ensure that only the club's best interests are considered. The Chair to consult with the rest of the committee to decide how to act.

Whatever action is taken, the Club will record this information in the Club meeting's minutes or on the 'Register of Interests'.

Register of Interests

Capturing any conflicts of interest, no matter how insignificant they may seem, displays transparency and good governance practices. SPS will use the register below to note down conflicts of interest as they arise and update any changes.

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