

## SCA Conflict of Interests Policy

This policy exists to protect the interests of both the SCA and the individual holding any of the positions listed below from any appearance of impropriety and to ensure all decisions are made in the best interests of the SCA and the sport.

Any person seeking to hold any of the following roles:

- An SCA Director including office bearers
- A member of an SCA Stream Committee
- A member of an SCA Technical Committee
- A member of an SCA Sub Committee or Working Group
- An employee, working on behalf of the SCA
- A contractor or consultant working on behalf of the SCA
- Any other SCA appointment not covered by those listed above

must declare in advance, all relevant financial, commercial or other related interests by completing an SCA Register of Interests form. These are downloadable from the SCA website and are returned to the SCA General Secretary.

The SCA General Secretary approves all appointments prior to the person taking up office. If there is any doubt about the potential conflict then the General Secretary will confer with two other members appointed to serve on the SCA Conflicts of Interests Committee along with the General Secretary. These two other members will normally comprise another SCA Board member and an SCA Honorary Vice President. Where an SCA Honorary Vice President is not available another SCA Board member will participate instead. Reserve members of this committee will also be appointed by the board so that work/holiday/other commitments will not prevent the committee meeting when it needs to.

The above provisions apply equally to any person who subsequently acquires any financial, commercial or other interest in the sport. Failure of any person to declare any interest as soon as it becomes relevant shall automatically disqualify such person from holding office or taking up SCA employment or fulfilling a contract for the SCA. Such disqualification will last for a minimum of 2 years and will extend to a minimum of 4 years if anything untoward has occurred as a result of the conflict of interest. Any subsequent reappointment to a position within the SCA will need approval in advance by the SCA Conflicts of Interest Committee.

Interests that must be declared include dealings with the SCA by themselves and/or by parties with whom they are connected or associated including families. Where such arise, as well as notification on an annual basis to the SCA General Secretary, interests of a specific nature must be notified to the Chair of any meeting where affected business is to be discussed. In the cases of SCA employment on SCA contracts, the line manager or contract manager must be informed.

Where a conflict, real or potential, arises in any SCA meeting, it will be up to the Chair of the meeting to determine:

- a) whether the potential or real conflict simply be minuted; or
- b) whether in addition the person in question, whilst being permitted to remain at the meeting, must not partake in discussions or decisions relating to such matter; or
- c) whether in addition the Director /Committee Member/Working Group Member in question should be required to leave the meeting during that particular matter even if that absence makes the meeting no longer quorate for that matter. In such a circumstance the matter to be decided will be referred to the SCA Board for decision and action.

Where a conflict, real or potential, arises in any other circumstance (including employment, contractors and other roles) the line/task/contract manager will decide on the appropriate course of action in consultation with the SCA General Secretary. Where the line/task/contract manager and SCA General Secretary are unable to decide on an appropriate course of action the matter will be referred to the SCA Conflicts of Interests Committee for a decision.

The General Secretary will maintain and update the Register of Members' Interests to record all declared interests.

## Declaration and Register of Interests

In accordance with the SCA Conflicts of Interest Policy, all Directors, Stream members, Committee members, Working Group members, staff and contractors should complete a declaration of interests form prior to appointment.

Please complete the table below: The form has been designed to allow it to be completed and sent back electronically.

Full Name.  Position:   
 Date completed

	<i>Please list interests which could be regarded as "relevant and material" under the following categories</i>
1	Directorships, including non-executive directorships held in private companies or public limited companies: <input type="checkbox"/>
2	Ownership or part-ownership of private companies, businesses or consultancies or membership of a local authority or public body possibly seeking business with the SCA or exerting influence over the SCA's activities: <input type="checkbox"/>
3	Positions of trust in a charity or voluntary organisation in the fields of provision of services for paddling, sport, recreation, education and leisure development. <input type="checkbox"/>
4	Any connection with a voluntary, public body or other organisation likely to contract for the SCA's services, or likely to exert influence over the SCA's activities: <input type="checkbox"/>
5	Membership of Canoe Clubs, SCA Committees and other paddling organisations: <input type="checkbox"/>
6	Any other relevant information: