



Welsh Pétanque Association

CONFLICT OF INTEREST – POLICY & PROCEDURES

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Author: WPA Executive Committee

Owner: National Secretary

Welsh Pétanque Association

CONFLICT OF INTEREST POLICY & PROCEDURES



Document Amendments

Date	Section No.	Page No.	Comments	Version No.
January 2020			Draft Version	0.0
28/01/2020			Draft Version adopted	1.0
January 2021			Various updates made for Sport Wales submission.	1.1
April 2021	1 & Appendices		Document amendment control added.	1.2

Certified as a true copy of the Conflict of Interest Policy & Procedures of the Welsh Pétanque Association as adopted by the Executive on 28th January 2020.

Welsh Pétanque Association

CONFLICT OF INTEREST POLICY & PROCEDURES



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Welsh Pétanque Association

CONFLICT OF INTEREST POLICY & PROCEDURES



1. Introduction

It is acknowledged and accepted that occasionally conflicts of interest may arise. There is no right or wrong approach to handling conflicts of interest; in most cases, the issue is about applying common sense.

The implementation of this Policy within the WPA, is the responsibility of the National Secretary.



2. Policy Statement

Officials of the Welsh Pétanque Association (WPA) are required to act in the best interests of the Association and in accordance with its aims and objectives. For that reason, Executive Committee members, volunteers, coaches and others acting on behalf of the WPA must be free from conflicts of interest that could adversely influence their judgment, objectivity or loyalty to the club in conducting WPA activities.



3. Why Have Such A Policy

The WPA is committed to maintaining high standards and conducts its activities openly and transparently. This policy and process aim to protect both the Association and the individuals concerned from any appearance of improper behaviour. Conflicts of interests may arise where an individual's personal, family or business interests and/or loyalties conflict with the Association's objectives.

Such conflicts may create problems and can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the WPA; and
- Risk the impression that the WPA has acted improperly

This policy aims to protect both the club and the individuals involved from any appearance of wrongdoing. Even the appearance or suggestion of a conflict of interest can damage the reputation of the WPA.



4. Policy

Individuals should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism. They should avoid situations where they, or the WPA, could be open to suspicion of wrongdoing and not put themselves in a position of conflict between their official WPA duty and private interest.

The WPA accepts that people may participate in legitimate financial, business, charitable and other activities outside their WPA roles. However, any potential conflict of interest raised by those activities should be disclosed promptly to the Executive Committee by the individual.

This policy explains what the WPA considers what a conflict of interest is and the procedure to follow where a conflict of interest arises. Implementation of this document must be clear and transparent and not subject to any unfair discriminatory practices.

This policy applies whenever an Executive committee member of the WPA, an appointed officer, volunteer or other official recognises, or should reasonably recognise, that he/she has a Conflict of Interest.

A **Conflict of Interest** is a situation in which a person has an Interest (defined below) that may compromise that person's obligations to the WPA or to any other person or body with which the WPA has a relationship (*e.g. Local Authority, Sport Wales, a sponsor*). A Conflict of Interest includes perceived and potential conflicts as well as actual conflicts of interest. A *perceived* conflict of interest is one that a reasonable person would consider likely to compromise objectivity. A *potential* conflict of interest is a situation that could develop into an actual or perceived conflict of interest.

An **Interest** is a financial or non-financial interest involving the person or a Connected Person (defined below). A *financial interest* refers to anything of non-trivial monetary value, including but not limited to salary, commission, consultancy fees, contractual interest, discounts, property and royalties. A *non-financial interest* refers to any non-financial benefit or advantage including but not limited to access to privileged information or services, property or intellectual property rights and enhancement of a career, education or professional reputation, selection of an athlete/team or similar.

A **Connected Person** is anyone with whom the individual in question has a relationship which is likely to appear to a reasonable person to influence the individual's objectivity, including but not limited to close family, their partner and close personal friends.

If individuals have a Conflict of Interest, you are expected to disclose it under the procedure set out below.



5. The Declaration of Interests

All Association Executive Committee members, appointed officers, coaches and other officials must declare their interests connected with their role in the WPA. A declaration of interest form (wpa/007/21/F) should be completed by the individual.

It is the responsibility of the National Secretary to ensure that a declaration of interests received is reviewed and retained by the Association.

If the declaration of interests needs to be revised or updated at least annually and immediately after any changes.

If you are not sure what to declare or if your declaration requires updating, please err on the side of caution. If anyone wants to discuss a potential conflict of interest, please contact the National President for confidential guidance.

The National Secretary will maintain a Register of Interests (RoI) (wpa/007/21/R), detailing all individuals' declared interests. The register will only be accessible by the Executive Committee.

Where it is subsequently discovered that one or more persons involved in a decision had not declared their conflict of interest to the meeting or equivalent, the National President will decide whether the matter needs to be reconsidered and may so direct.

On receipt of a written declaration of conflict of interest, the Secretary will update the register with the information declared by each individual.



6. Data Protection

The WPA will only use the provided information to ensure that the Association's best interests are maintained. The WPA shall not use the information provided for any other purpose.



7. Managing Conflict

The President and the Secretary shall be responsible for reviewing the declarations of interest register and advising on any action required to manage any particular conflict. If a conflict can be managed, the process must be transparent and recorded in the RoI.

A conflict can arise in various ways; the most likely is in a meeting situation or a player selection process; therefore, the WPA has set up the following procedure:

a) at every meeting:-

The Chair of the meeting is required to ask those attending to declare any interest(s) linked to any agenda item. The Secretary must record all notifications, including "none", and the Chair's actions to manage the conflict in the meeting minutes.

b) at a selection meeting/coaching session or competition, the Director of Development will identify any potential conflict of interest.

Should the individual concerned challenge the decision to resolve the conflict. Then all the information must be referred to the Executive Committee, which shall be responsible for reviewing the decision made and providing written recommendations for any further action.



8. What to do if You Face a Conflict of Interest

You should declare your interest at the earliest opportunity.

Below are examples of how an individual may manage conflict themselves or how a Chair might manage a particular meeting situation:-

- not taking part in discussions of certain matters
 - either staying in the room or
 - vacating the room until the specific item is finished;
- not taking part in decisions relating to certain matters
 - either staying in the room when the decision is made or
 - vacating the room until the decision is made remaining for the discussion;
- if the conflict relates to the Chair of the meeting, they must leave the Chair and the room until the particular item is finished;
- stepping aside from any involvement in a particular task or selection decision;
- declaring an interest linked to a particular sponsor or third party.



9. Unmanageable Conflicts

Situations may arise where the Chair decides it is impossible to manage the conflict; in these circumstances, the Chair will request a meeting with the individual concerned to discuss and agree on the way forward. The RoI should be noted accordingly with the date of the agreement; the full details may or may not be recorded by the Secretary as determined by the agreement and level of confidentiality.

WPA Executive Committee

February 2020

Review Date: February 2022

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10. Appendicies

Appendix 1 – Declaration of Conflict of Interest Form



Appendix 2 – Declaration of Conflict of Interest Register

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Appendix 1 – Declaration of Conflict of Interest Form


 <p style="text-align: right;">WPA Declaration of Conflict of Interest Form</p> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">INFORMATION ABOUT YOU</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name:</td> <td></td> </tr> <tr> <td>Position:</td> <td></td> </tr> </table> <p>This form allows all volunteers to officially declare any potential conflict of interest with the WPA. This will be reviewed by the WPA as part of its Conflict of Interest – Policy and Procedures (wpa/007/21).</p> <p>A conflict of interest is any situation in which an individual's personal interests or interests which they owe to another person, body or organisation arise simultaneously or appear to clash.</p> <p>Conflicts of interest may come in a number of different forms (wpa/007/21, Section 4 Policy), for example:</p> <ul style="list-style-type: none"> Financial interest - payment for services provided through and by another individual or organisation. Non-financial interest - refers to any non-financial benefit or advantage. Connected person – having a close personal interest / relationship to another organisation or individual (e.g. family member, partner and close personal friends). <p>This declaration should be completed by all volunteers engaged in WPA activities.</p> <p>By signing this document you declare you currently have no conflict of interests that would affect your duties for the WPA, or that you have provided information in relation to any conflict of interest which may arise.</p> <p>Any conflict of interest must be declared on this form. Any change thereafter must be immediately documented and submitted to the WPA Secretary.</p> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">Declaration</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name:</td> <td></td> </tr> <tr> <td>Signature:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> <tr> <td>Conflict of interest declaration:</td> <td style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> </tr> </table> <p>If YES, please provide details below with the names and details of any individual with a connection to you, stating the nature of the connection:</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Describe what steps/ processes/ measures are in place to ensure that undue advantage is not given to the organisation(s)/ individual(s):</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Please return the completed form to the WPA Secretary.</p> <p style="font-size: small;">wpa/007/21/F Version 0.0 1 Page April 2021</p>	Name:		Position:		Name:		Signature:		Date:		Conflict of interest declaration:	<input type="checkbox"/> Yes <input type="checkbox"/> No	 <p style="text-align: center;">WPA Declaration of Conflict of Interest Form</p> <div style="background-color: #0056b3; color: white; padding: 2px; text-align: center; font-weight: bold;">For WPA use only – Checked by:</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Name:</td> <td></td> </tr> <tr> <td>Position:</td> <td></td> </tr> <tr> <td>Date:</td> <td></td> </tr> <tr> <td>Date of Re-submission (annually):</td> <td></td> </tr> </table> <p style="font-size: small;">wpa/007/21/F Version 0.0 2 Page April 2021</p>	Name:		Position:		Date:		Date of Re-submission (annually):	
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Appendix 2 – Declaration of Conflict of Interest Register

								
WPA Declaration of Conflict of Interest Register								
Name	Position	Date Submitted	Interest Yes/No	Details	Actions	Checked By	Date	Date of Re-submission

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