



Scottish Canoe Association
Comann Curach na h-Alba

Conflict of Interests Policy

Last approved by Board: 7th December 2021

Effective from: 8th December 2021

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:

- SCA Director or SCA Committee Member;
- SCA Sub Committee or Working Group Member;
- SCA Employee;
- 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 the SCA Register of Interests credential.

The Head of Coaching and Development (or in their absence, the CEO) checks each form and makes a note in the register that it has been reviewed. If there are any registered interests that raise a concern these are escalated to the General Secretary for review and decision. If there is any doubt about the potential conflict then the General Secretary will confer with two other Directors before making a final decision on whether the registered interests prevent an individual from taking up a role or whether specific safeguards or restrictions need to be put in place to manage real or perceived conflicts of interest.

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 General Secretary.

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 General Secretary will consult with two other Directors who are not involved in the matter. The SCA will maintain an updated Register of Interests to record all declared interests. This will include the date of declaration to ensure that new/updated declarations are received annually.