

CONFLICTS OF INTEREST POLICY

Footgolf Association of England CIC

1. Purpose

The Footgolf Association of England CIC (“the Association”) is committed to maintaining the highest standards of integrity, transparency, and accountability in all its activities.

This policy sets out the framework for identifying, declaring, recording, and managing conflicts of interest to ensure that decisions are made solely in the best interests of the Association and the wider sport of footgolf in England.

2. Scope

This policy applies to:

- Directors
 - Committee members
 - Employees
 - Contractors and consultants
 - Volunteers
 - Any individual representing or acting on behalf of the Association
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3. Definition of a Conflict of Interest

A conflict of interest arises where an individual’s personal, financial, or other interests could:

- Influence, or be perceived to influence, their decision-making; or
- Conflict with the interests, objectives, or reputation of the Association.

Conflicts may be:

- **Actual** – a real and existing conflict
 - **Potential** – a conflict that could arise in the future
 - **Perceived** – a situation that could reasonably be viewed as a conflict by others
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4. Examples of Conflicts

Examples include (but are not limited to):

- Financial interest in a supplier, sponsor, partner club, or event operator
- Ownership or management of a footgolf venue affiliated with the Association
- Personal or family relationships with individuals seeking contracts or positions
- Receipt of gifts, hospitality, or benefits that could influence impartiality
- Holding positions in competing or related sporting organisations
- Involvement in disciplinary or selection decisions affecting close associates

5. Declaration of Interests

5.1 Register of Interests

The Association shall maintain a Register of Interests containing:

- Directorships
- Employment
- Shareholdings
- Club or venue ownership
- Sponsorship or commercial relationships
- Close family relationships relevant to Association matters

Directors must update their declarations annually and whenever circumstances change.

5.2 Meeting Declarations

At the start of every Board or Committee meeting:

- Members must declare any interests relating to agenda items.
- The declaration must be recorded in the minutes.



6. Managing Conflicts

Where a conflict is identified:

1. The individual must declare the interest immediately.
2. The Chair (or Vice Chair if the Chair is conflicted) will determine the appropriate action.
3. Actions may include:
 - Withdrawing from discussion
 - Abstaining from voting
 - Leaving the meeting for that agenda item
 - Independent review of the matter
 - Recording the conflict and agreed mitigation

If a majority of the Board is conflicted, an independent panel may be appointed.

7. Gifts and Hospitality

Individuals must not accept gifts, hospitality, or benefits that could:

- Compromise impartiality; or
- Create a perception of influence.

Any gift or hospitality valued over £100 must be declared to the Board and recorded.

8. Contracts and Procurement

Where a director or connected person has an interest in a proposed contract:

- The interest must be declared in advance.
 - The individual must not participate in procurement decisions.
 - Competitive processes must be transparent and documented.
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9. Breach of Policy

Failure to declare a conflict may result in:

- Formal warning
- Removal from committee or Board
- Termination of employment or contract
- Referral to regulatory or legal authorities where appropriate



10. Monitoring and Review

This policy will be:

- Reviewed annually by the Board
 - Published on the Association's website
 - Provided to all Directors and key personnel upon appointment
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