



# **The Canoe Association of Northern Ireland Conflict of Interests Policy**

Purpose of Policy: This policy exists to protect the interests of both the CANI 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 CANI and the sport.

Any person seeking to hold any of the following roles:

- CANI Director or CANI Committee Member
- CANI Sub Committee or Working Group Member
- CANI Employee
- A contractor or consultant working on behalf of the CANI
- Any other CANI appointment not covered by those listed above
- must declare in advance, all relevant financial, commercial or other related interests by completing the CANI Register of Interests Form.

The CANI Coach and Development Manager (or in their absence, Chairperson CANI Board) 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 Chairperson CANI Board for review and decision. If there is any doubt about the potential conflict then the Chairperson CANI Board 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 CANI employment or fulfilling a contract for CANI. This will be managed through CANI disciplinary policy.

Interests that must be declared include dealings with the CANI 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 Chairperson CANI Board 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 CANI employment on CANI contracts, the line manager or contract manager must be informed.

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

- a) whether the potential or real conflict simply be minuted.

- 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.
- 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 CANI 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 Chairperson CANI Board. Where the line/task/contract manager and Chairperson CANI Board are unable to decide on an appropriate course of action the Chairperson CANI Board will consult with two other Directors who are not involved in the matter. CANI 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.