

# Kingswood Sports CIO Trustee Conflicts of Interest Policy and Procedures

**Policy Number:** KS-COI-01

**Effective Date:** September 2024

**Review Date:** September 2025

**Approved by:** Board of Trustees

**Version:** 1.0

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## 1. Purpose

This policy ensures that all trustees of Kingswood Sports CIO act in the charity's best interests and avoid situations where their personal interests conflict or appear to conflict with their duties to the Charity. It provides procedures for identifying, disclosing, and managing conflicts of interest.

## 2. Scope

This policy applies to all trustees of Kingswood Sports CIO.

## 3. Definitions

**Conflict of Interest:** A situation in which a trustee's personal, financial, or other interests might interfere with their duty to act solely in the charity's best interests.

**Personal Interest:** Any interest that benefits the trustee directly or indirectly or any interest that benefits their family, friends, or organisations they are associated with.

## 4. Policy Statement

- Trustees must always act in the best interests of Kingswood Sports CIO.
- All actual, potential, or perceived conflicts of interest must be declared and managed transparently and effectively.
- Trustees should avoid situations where their interests could conflict with their duties to the Charity.

## 5. Responsibilities

### Trustees:

- Disclose any conflicts of interest as soon as they arise.
- Act per this policy to manage conflicts of interest.
- Complete a Declaration of Interests form upon appointment and annually thereafter.

### Chair of the Board of Trustees:

- Ensure that conflicts of interest are properly managed and recorded.
- Guide trustees on how to manage conflicts of interest.

**Secretary:**

- Maintain a register of interests and update it regularly.
- Ensure that conflicts of interest are documented in meeting minutes and other relevant records.

## **6. Procedures for Managing Conflicts of Interest**

### **1. Identifying Conflicts of Interest:**

- Trustees must regularly review their personal, financial, and other interests to identify potential conflicts with their duties to the Charity.
- Trustees must consider whether their interests could conflict with their duties, even if there is no immediate risk of harm.

### **2. Declaring Conflicts of Interest:**

- Trustees must immediately declare any actual, potential, or perceived conflicts of interest.
- Declarations should be made in writing to the Chair of the Board of Trustees or during a meeting where the conflict arises.
- The Declaration of Interests form should be updated annually and whenever a new conflict arises.

### **3. Recording Conflicts of Interest:**

- All declared conflicts of interest must be recorded in the register of interest.
- Meeting minutes should document the nature of the conflict, the discussion, and the actions taken to manage it.

### **4. Managing Conflicts of Interest:**

- The Board of Trustees will decide on the appropriate action to manage the conflict, which may include:
  - Removing the trustee from discussions and decisions related to the conflict.
  - Assigning the matter to a different trustee or committee.
  - Seeking independent advice.
  - Declaring the conflict to stakeholders if necessary.
- In cases where a conflict cannot be adequately managed, the trustee may be asked to resign from the Board.

### **5. Reviewing and Monitoring:**

- The Chair of the Board of Trustees will review the register of interests annually.
- The Board of Trustees will monitor compliance with this policy and address any issues promptly.

## **7. Compliance and Accountability**

- Trustees are accountable for complying with this policy and must act with integrity and transparency.
- Failure to disclose or manage conflicts of interest appropriately may result in disciplinary action, including removal from the Board.

## **8. Training and Support**

- Trustees will receive training on this policy and managing conflicts of interest during their induction.
- Ongoing training and support will be provided to ensure trustees understand their responsibilities.

## **9. Monitoring and Review**

- This policy will be reviewed annually by the Board of Trustees.
- Feedback from trustees and other stakeholders will be considered in the review process.
- The Board will approve any amendments to the Trustees' policy.

## **10. Contact Information**

For any queries or assistance regarding this policy, please contact:

### **Chair of the Board of Trustees:**

Sarah Weichardt ([sarah.weichardt@kingswoodsports.co.uk](mailto:sarah.weichardt@kingswoodsports.co.uk))

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### **Approved by:**

Sarah Weichardt

Chair of the Board of Trustees

Kingswood Sports CIO

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This policy ensures that Kingswood Sports CIO trustees act in the best interests of the Charity and manage conflicts of interest transparently and effectively.