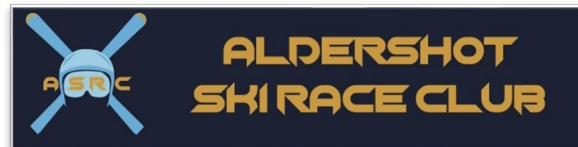


Conflict of Interest Policy



This policy ensures that ASRC committee decisions are made fairly, transparently, and in the best interests of the club, especially where family relationships, friendship groups, or dual roles may influence judgement.

Conflicts of interest are normal in a volunteer facilitated junior sports club. The aim is not to prevent them, but to declare, record, and manage them so that committee decisions remain impartial.

1. What Counts as a Conflict of Interest

A conflict exists when a committee member's ability to act impartially may be affected by:

- Family relationships (e.g., parent of an athlete involved in a matter)
- Close friendships or social groups
- Dual roles (e.g., team manager + parent, coach + parent, CWO + parent)
- Prior involvement in an incident being reviewed
- Personal benefit (financial or non-financial)
- Loyalty conflicts (e.g., duty to ASRC vs duty to Snowsport England)

Conflicts may be actual, potential, or perceived. If in doubt, declare it.

2. Connected Persons

A conflict may arise through someone connected to a committee member, including:

- A child, parent, sibling, spouse, partner
- An athlete they coach or manage
- A close friend or social group
- Anyone whose behaviour they have previously intervened in or reported

3. Duty to Declare Conflicts

Committee members must:

- Declare all relevant interests on appointment
- Update declarations whenever circumstances change
- Declare any conflict at the start of each meeting, especially when agenda items involve:
 - Their own child
 - Their child's friendship group
 - Incidents they witnessed or were involved in

- Decisions affecting their coaching or team-manager role
- Any matter where impartiality could reasonably be questioned

The Club Secretary maintains the register of interests.

4. Managing Conflicts During Meetings

When a conflict is declared, the committee (excluding the conflicted person) decides how to manage it. Options:

Option A — Note and continue: Used for low-risk conflicts. The member may contribute but must not dominate discussion.

Option B — Participate but abstain from voting: Used when impartiality may be affected but the member holds useful factual information.

Option C — Withdraw from discussion and voting: Used for high-risk conflicts**, including:

- Matters involving their own child
- Matters involving their child's friendship group
- Incidents they were directly involved in
- Complaints involving their family
- Any safeguarding-related discussion

The Chair must ensure the process is followed. If the Chair is conflicted, the Secretary or Vice-Chair leads that agenda item.

5. Specific Situations Relevant to ASRC

5.1 Parent–Athlete Conflicts

Committee members who are parents must withdraw from discussions involving:

- Their own child
- Their child's teammates or friendship group
- Incidents where their child is a witness or complainant
- Any matter where their child's behaviour is under review

5.2 Coaching / Team Manager Conflicts

Coaches or team managers must declare conflicts when:

- They were present at the incident
- They intervened or were involved
- Their coaching decisions are under review
- Their athlete is involved in the matter

5.3 Friendship Group Conflicts

Where strong social groups exist (e.g., multiple families who regularly travel together), members must declare conflicts if:

- They are close friends with the complainant or subject
- They were part of the group present during the incident
- Their impartiality could reasonably be questioned

5.4 Chair Conflicts

If the Chair is a parent of an athlete involved in a matter, they must:

- Declare the conflict
- Step aside for that agenda item
- Allow the Secretary or Vice-Chair to lead discussion

6. Recording Conflicts

The Secretary must record:

- All declared conflicts
- How each conflict was managed
- Any abstentions or withdrawals
- Any alternative chairing arrangements

This ensures transparency and protects the integrity of decisions.

7. Failure to Declare

If a conflict is not declared:

- The Chair (or Secretary) must raise it
- The committee may require the member to withdraw
- Repeated failures may result in removal from the committee (per Constitution)

8. Review and Updates

This policy will be reviewed annually or after any significant incident involving:

- Parent–athlete interactions
- Senior athlete behaviour
- Safeguarding concerns
- Committee decision-making disputes

APPENDICES ATTACHED:

1. Conflict-Management Flowchart – Committee Meetings
2. Conflict-Management Flowchart – Training or Racing Situations
3. Conflict of Interest Declaration Form

APPENDIX 1. Conflict-Management Flowchart – Committee Meetings

Step 1 — Identify

- Does the agenda item involve:
 - Your child?
 - Your child's friendship group?
 - An athlete you coach or manage?
 - Someone you have a close personal relationship with?
 - An incident you witnessed or were involved in?
 - A matter where your impartiality could reasonably be questioned?

If **yes**, a conflict exists (actual, perceived, or potential).

Step 2 — Declare

- Declare the conflict **before discussion begins**.
- Secretary records the declaration.

Step 3 — Committee Decides Management Route

Committee (excluding the conflicted member) chooses one of:

Option A — Note & Continue: Used for **low-risk** conflicts. Member may contribute but must not dominate.

Option B — Participate but Abstain from Voting: Used when the member has **useful factual information** but impartiality may be affected.

Option C — Withdraw from Discussion & Voting: Used for **high-risk** conflicts:

- Own child involved
- Child's friendship group involved
- Member was part of the incident
- Safeguarding or welfare matters
- Complaints involving family or close friends

Step 4 — Chairing Adjustments

- If the **Chair** is conflicted:
 - Chair declares conflict
 - **Secretary or Vice-Chair** leads that agenda item

Step 5 — Record

- Secretary records:
 - Conflict type
 - Management option chosen
 - Any abstentions or withdrawals

Step 6 — Proceed

- Discussion continues with conflict managed appropriately.

APPENDIX 2. Conflict-Management Flowchart – Training or Racing Situations

This flowchart is for **real-time situations** where conflicts arise during training sessions or race days.

Step 1 — Recognise

Does the situation involve:

- Your own child?
- Your child's teammates or friendship group?
- An athlete you coach or manage?
- An athlete you have previously intervened with?
- A parent or athlete you have a close relationship with?
- A situation where your involvement could escalate tension?

If **yes**, a conflict exists.

Step 2 — Assess Urgency

Is immediate intervention required for safety?

- **YES:** Intervene briefly and calmly, ideally with another adult witness.
 - Keep it factual.
 - Avoid discussing rules, behaviour, or past issues.
 - Hand over to **CWO, Chair**, or **another committee member** as soon as safe.
- **NO:** Do **not** intervene directly.

Step 3 — Redirect

If not a safety issue:

- Direct the concern to:
 - **Team Manager** (race day operational issues)
 - **Chair** (club conduct or rules) or another **Committee Member**
 - **CWO** (safeguarding or welfare concerns)

Parents and committee members should **not** address athletes directly unless safety requires it.

Step 4 — Avoid On-the-Spot Debate

- Do not discuss:
 - Club rules
 - Athlete behaviour
 - Past incidents
 - Personal grievances

- These escalate quickly in high-pressure environments.

Step 5 — Report

After the session or race:

- Submit a **written report** to the Chair or CWO.
- Stick to **facts**, not interpretations.
- Include who witnessed the event.

Step 6 — Committee Review

- If required, the committee reviews the incident according to the Constitution.
- Conflicts are declared and managed using the **committee flowchart** above.

APPENDIX 3. ASRC Conflict of Interest Declaration Form

Name of Committee Member: _____

Committee Role: _____ **Date:** _____

1. Type of Conflict Being Declared

Tick all that apply:

- ☐ **Actual Conflict** – My impartiality *is* directly affected (e.g., involves my child, an athlete I coach/manage, or an incident I was part of)
- ☐ **Perceived Conflict** – Others could *reasonably believe* I may not be impartial (e.g., close friendship groups, social ties, presence at the incident)
- ☐ **Potential Conflict** – A situation *could* affect my impartiality in future
- ☐ **Conflict of Duties / Loyalty Conflict** (e.g., dual role as parent + coach, team manager + committee member)
- ☐ **Connected Person Conflict** (e.g., child, partner, sibling, close friend, athlete I coach/manage)

2. Details of the Conflict

Please describe the nature of the conflict, including any connected persons:

3. Agenda Item or Situation Affected (e.g., incident review, athlete behaviour, team selection, safeguarding concern):

4. My Proposed Level of Participation

Tick one:

- ☐ **Full participation** (low-risk conflict; noted in minutes)
- ☐ **Participation but abstain from voting**
- ☐ **Withdraw from discussion and voting**
- ☐ **Withdraw from entire agenda item**

5. Committee Decision (to be completed by Secretary / Chair)

Decision on how the conflict will be managed:

- ☐ Member may participate fully
- ☐ Member may participate but must abstain from voting
- ☐ Member must withdraw from discussion
- ☐ Member must withdraw from discussion and voting
- ☐ Member must withdraw from entire agenda item
- ☐ Chair conflict – item to be led by Secretary / Vice-Chair

Reasoning (optional):

6. Signatures

Committee Member: Signature: _____ Date: _____

Chair / Secretary (decision-maker): Signature: _____ Date: _____