

Scottish Pétanque Association



Conflict of Interest Policy

1. Purpose

The purpose of this policy is to protect the integrity, impartiality and reputation of the Scottish Pétanque Association (SPA) by ensuring that conflicts of interest are properly identified, declared, recorded and managed.

This policy supports transparent, fair and accountable decision-making in the best interests of SPA members and the sport of pétanque in Scotland.

2. Scope

This policy applies to all individuals who hold a decision-making or influential role within SPA, including:

- NEC (National Executive Committee) members
- Sub-committee members
- Coaching Commission members
- Umpiring Commission members
- Any individual co-opted to an SPA committee or working group

The policy applies to decisions taken at meetings, by correspondence, electronically, or under delegated authority.

3. Definitions

3.1 Conflict of Interest

A conflict of interest arises where an individual's personal, professional or financial interests could improperly influence, or be perceived to influence, their duties and decision-making on behalf of SPA.

3.2 Types of Conflict

- **Actual conflict:** A direct and current conflict between SPA duties and personal interests.
- **Potential conflict:** A situation that could reasonably develop into an actual conflict.
- **Perceived conflict:** Where a reasonable SPA member, with knowledge of the facts, might believe a conflict exists, whether or not it actually does.

All three types must be treated equally for declaration purposes.

4. Principles

SPA is committed to the following principles:

- Decisions must be taken solely in the interests of SPA and its members.
- Transparency and openness are essential to good governance.
- Conflicts must be declared early and managed proportionately.
- Failure to disclose conflicts undermines trust and may constitute misconduct.

This policy supplements, and does not replace, good judgement and personal responsibility.

5. Declaration of Interests

5.1 Declaration

All individuals within scope must complete a **Declaration of Interest Form**:

- On appointment or election
- Declarations will be held by the SPA Secretary in a secure Register of Interests.

5.2 Ongoing Duty to Declare

Individuals must notify the SPA Secretary in writing of any new or changed interests:

- As soon as reasonably practicable; and
- No later than **28 days** after the change occurs.

5.3 Declaration at Meetings

At the start of every meeting, the Chair must invite declarations of interest relating to agenda items.

Declarations must also be made if a conflict becomes apparent during discussion.

6. Managing Conflicts of Interest

6.1 Chair's Responsibility

The Chair of the meeting is responsible for determining, with advice if required, how a declared conflict should be managed.

6.2 Management Options

Depending on the nature and seriousness of the conflict, the Chair may require the individual to:

- Remain in the meeting but take no part in discussion or decision-making;
- Withdraw from discussion for the relevant item;
- Leave the meeting entirely for the duration of the item.

6.3 Quorum

Where an individual withdraws due to a conflict of interest, they must not be counted towards the quorum for that item.

6.4 Recording

All declared conflicts and the actions taken must be clearly recorded in the meeting minutes.

7. Register

SPA will maintain the following record:

- **Register of Interests** – containing annual declarations;

The Register will be maintained by the SPA Secretary and made available to the NEC on request.

8. Data Protection

Personal data collected under this policy is processed solely for governance and compliance purposes.

Information will be:

- Stored securely;
- Accessed only by authorised officers;
- Retained in accordance with SPA's Data Security and Data Protection policies.

9. Breach of Policy

Failure to comply with this policy may constitute misconduct.

Alleged breaches will be managed in accordance with the **SPA Disciplinary Policy**, with regard to:

- Whether the breach is minor or serious;
- Whether the failure was deliberate, reckless or inadvertent;
- The impact on SPA governance and reputation.

Serious or repeated non-disclosure may be treated as a serious breach.

10. Review and Approval

This policy will be reviewed:

- Every three years; or
- Earlier if required due to legislative, governance or organisational change.

Approval and amendments are the responsibility of the SPA NEC.

Appendix A – Declaration of Interest

Individuals must declare:

- Offices or roles held in other organisations;
- Membership of Pétanque club(s)
- Employment, consultancy or business interests relevant to SPA activity;
- Significant shareholdings or commercial interests relevant to SPA activity;
- Interests of close family members or relationships that could reasonably be perceived to influence SPA decisions.

Confirmation statement and signature required.

Scottish Pétanque Association Declaration of Interest Form

I hereby declare an interest as set out below and undertake to abide by SPA policy on such matters and comply in any decisions of the Chair regarding management of my conflict(s). Please continue on additional sheets if necessary and state the total number of pages at the bottom of the first sheet.

Name:

Signed:

Dated:

Nature of Interest(s) Financial or Non-Financial

Self

Connected Person

Appendix B – Register of Declared Conflicts (Meeting-Specific)

Minimum record:

- Date of meeting
- Name of individual
- Nature of conflict
- Agenda item affected
- Action taken (e.g. withdrawal, abstention)
- Noted in minutes

Appendix C – Change History and Reference Documents

Change History: This is being released as a new document and placed under revision sequence control as an Initial (Rev A) release. It replaces the Conflict of Interest Form previous used by the NEC and any other such forms in use by any sub-committees, commissions or working groups.

Referenced Documents:

SPA Disciplinary Policy.

Approved for release by SPA NEC February 2026