

Sample sports organisation declaration of interests form

Guidance note

If you have any feedback on the content of these resources, or additional questions that you'd like to discuss, please contact the SGA:
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Potential and new board members should be informed that they will be expected to declare their interests upon appointment, at regular intervals thereafter, at any point when such interests change and when pertinent discussions are taking place. They should be provided with a copy of the organisation's conflicts of interests policy, ideally prior to appointment. If a potential board member is concerned about a possible conflict of interest, they should consult the policy and discuss the matter with the governance lead before taking up the position.

Upon appointment, board members should be asked to complete a declaration of interests. If they are unsure as to what may come under this heading they should consult with the governance lead. The declaration of interests needs to be updated when material changes occur and reviewed at least annually.

When completing a declaration of interest, the following areas should be considered:

- employment
- any previous employment in which the board member still has a financial or other interest
- any other appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals
- professional and organisational membership, including sporting membership, international associations/federations, etc.
- membership of any special interest groups
- investments in unlisted companies, partnerships and other forms of business
- major shareholdings (the organisation may set a figure here, e.g. more than 1% or 5% of issued capital) and beneficial interests
- gifts or hospitality offered to the board member by external bodies and whether these were declined or accepted
- family connections where relevant, such as the board member's spouse/partner working for a similar organisation or a funder
- use of the organisation's services
- any contractual relationship between the board member or a connected person and the organisation or its subsidiaries.

The level of detail required in the register may depend on:

- the size and culture of the organisation
- the likelihood of a conflict arising, and
- the potential damage that could be caused by a conflict.

Sports organisations are accountable to a range of stakeholders and should consider conflicts of interest carefully. Extra vigilance may be required where the organisation deals with large sums of money, are in receipt of public funds or might otherwise be subject to a high level of scrutiny. Organisations will need to find a balance between transparency and accountability and unwarranted intrusion into the affairs of their board members.

It may be appropriate, depending on the organisation, to restrict the declaration to interests of the board member themselves or their immediate family. However, organisations may

consider, where proportionate, adopting the definitions under 'connected person' provided in section 188 of the Charities Act 2011 and section 252 of the Companies Act 2006, as is relevant.

Register of interests

The completed declarations should be returned to the company secretary or governance lead, who will be responsible for keeping the register of interests up to date and accurate.

The organisation will need to consider whether the register of interests is kept as a confidential document, to be maintained and monitored by the governance lead and accessible only to the chair and the chief executive, or whether to allow greater access. Public access to the register would enhance transparency and accountability, as well as demonstrate that the organisation is following good practice in managing conflicts of interest.

There may be some sections of the register, or details within it, that the board decides to keep confidential. A requirement that the whole register be publicly available may prove to be a disincentive to board members joining the board or declaring their full range of interests. Compromises may include:

- arranging for some sections of the register to be publicly available, while maintaining the confidentiality of other sections
- making sections of the register accessible to the organisation's membership, again maintaining the confidentiality of the remaining sections, and
- making the complete register available only to all board members.

Declaration of interest form

I as employee/director/trustee* [**delete as appropriate*] of [*name of organisation*] have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection	Is the interest current? If not, please provide dates.
Current employment and any previous employment in which you continue to have a financial interest.		
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.		
Membership of any professional bodies, sports organisations/ committees/panels, special interest groups or mutual support organisations.		

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection	Is the interest current? If not, please provide dates.
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [organisations may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests.		
Gifts or hospitality [<i>over the value of £XX</i>] offered to you by external bodies and whether these were declined or accepted in the last 12 months.		
Do you use the organisation's services? Please provide details.		
Any contractual relationship with the organisation or its subsidiaries.		

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection	Is the interest current? If not, please provide dates.
Any other conflicts that are not covered by the above.		

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

I understand that the information provided will be held in accordance with [*name of organisation*]'s privacy policy.

Signed:

Position:

Date: