



Oxfordshire Squash and Racketball Association (OSRA) Trustees Register of Interests

Introduction

A register of interest declaration is to be completed by Oxfordshire Squash and Racketball Association (OSRA) Trustees, annual or mid-year, and if new information / relationships / conditions / circumstances necessitate (see OSRA Trustees Register Of Interests Form below). In addition to the register, any discussion at Trustee level may necessitate persons to consider their interests to specific agenda items, and they must notify the Chairperson / Secretary / Trustees meeting immediately before discussions commence. These should be declared, in addition to the register of interest form to ensure real time awareness of any conflicts of interest.

Any uncertainty regarding a particular interest should be supported by advice (e.g. legal). If an OSRA Trustee is in doubt as to whether they are in a position of (conflict of) interest, they should be prudent and err on the side of caution and openness and declare their possible interest immediately. The Secretary, in consultation with the Chairperson as appropriate, will be able to provide advice to any Trustee who has a query about a declarable interest. Once an interest is declared, the Trustees may decide to:

- Permit full participation by the person.
- Permit participation by the person in the discussion but require abstention in the final decision.
- Require the person to leave the meeting before the discussion.

The person themselves may also decide to leave the meeting even when the Trustees consider that the declared interest is immaterial or not relevant to the item being discussed or the decision being made. The minutes should reflect all activity in relation to interest declaration and outcomes in relation to the above process. The Trustees shall review the adequacy of the register of interest process on an annual basis.

Conflict of Interest

It is acknowledged that Trustees contribute their expertise and their unique insights to OSRA's organisational decisions. In making such contributions, the member is not acting in a representative capacity but as part of the collective Trustees and is required to respect and safeguard the collective decision of the Trustees on any matter. In the carrying out of their duties, Trustees need to be aware of real or perceived conflicts of interest and conflicts of loyalty.



Key aspects of the information recorded in the register should include disclosure of any conflicts of interest, conflicts of loyalty, and expected behaviours. Each OSRA Trustee should sign and acknowledge the obligations on them associated with this policy.

A conflict of interest occurs when a Trustees private, business, or professional interests (including that of a relative, partner or connected party) can influence or compete with his/her duties as a Trustee of OSRA in a manner which may unduly influence the proper fulfilment of his/her fiduciary duty towards OSRA.

Conflict of Loyalty

A conflict of loyalty arises where a Trustee may be involved in OSRA Trustee decisions and may be (or may perceived to be) potentially influenced by considerations other than the best interests of OSRA. This might happen when the Trustee has become an OSRA Trustee as a nominee of a particular group, and this situation may cause the Trustee to think that they should act primarily in the interests of the grouping that nominated them as distinct from the interests of OSRA. The following is recommended:

OSRA Trustees will always act in the interests solely of OSRA, rather than acting in the interests of any grouping whom they otherwise represent.

OSRA Trustees will declare any conflict of loyalty or any circumstance that might be viewed by others as a conflict of loyalty as soon as it arises.

Individual OSRA Trustees will submit to the judgment of the OSRA Trustees meeting and do as it requires regarding potential conflicts of loyalty.

Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

Declaring Conflicts of Interest or Loyalty

The process for recording declarations of conflicts of interest / loyalty for OSRA Trustees extends to any Trustees. Each OSRA Trustee will take personal responsibility to declare any potential conflict of interest/loyalty arising in relation to any items on the agenda for OSRA Trustee meetings. The OSRA Trustees will specify its procedures where a conflict of interest/loyalty arises in the context of a particular agenda item, including a requirement that the relevant member brings the potential conflict of interest/loyalty to the attention of the Chairperson and, where necessary:

- Permit full participation by the person.
- Permit participation by the person in the discussion but require abstention in the final decision.
- Require the person to leave the meeting before the discussion.



Oxfordshire Squash and
Racketball Association

The person themselves may also decide to leave the meeting even when the Trustees or Chairperson consider that the declared interest is immaterial or not relevant to the item being discussed or the decision being made. Similar arrangements should apply in relation to meeting documentation, with documentation relating to the item not being made available to the member. This should be noted in the minutes of the meeting.



OSRA Trustees Register of Interests Form

Personal details

Name:

Position:

Date Completed:

Directorships

- 1) Beneficial Interests in Companies (e.g. details of any financial or material support that you receive from an organisation and any ownership interests).

Name of Organisation:

Nature of Business:

Details of Directorship:

Other information you believe may be relevant:

- 2) Other Employment Details (e.g. details of any other employment).

Name of Organisation:

Nature of Business:

Details of Interest:

Other information you believe may be relevant:

- 3) Other Remunerated Positions (e.g. details of any other remunerated positions held).

Name of Organisation:

Nature of Business:

Details of Activity:

Other information you believe may be relevant: