Conflict of Interest Policy

for Committee of Highland Hill Runners

August 2026

Based on the Scottish Athletics Conflict of Interest Policy Template required for club affiliation

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*Delete or amend as appropriate

SECTION 1: INTRODUCTION

1.1 **Highland Hill Runners** committee/board members have an implied obligation to maintain the highest standards of integrity by carrying out their work in a way that will not compromise the reputation of the organisation.

1.2 **Highland Hill Runners** inevitably has dealings with a wide variety of organisations and individuals, and this policy indicates the circumstances in which a business or personal interest must be declared. The membership confidence in **Highland HIll Runners** and its committee depends on it being clearly understood that decisions are taken in the membership interest and not for any other reason.

1.3 There are a variety of circumstances that could lead to a conflict of interest and committee members must be fully aware of the impact which some external activities may have on the work of **Highland Hill Runners**.

1.4 In considering whether to make a declaration in any proceedings, you must consider not only whether you will be influenced but whether anybody else would think that you might be influenced by the interest. You must, however, always comply with the objective test which is whether the membership, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice your discussion or decision making in your role as a member of the clubs committee.

1.5 This policy provides an outline of the interests to be declared and the process for declaring them, and should be read in conjunction with the Clubs Code of Conduct.

SECTION 2: SCOPE OF POLICY

2.1 The purpose of this policy is to protect the integrity of **Highland Hill Runners** decision making process, to enable stakeholders to have confidence in **Highland Hill Runners** integrity, and to protect the integrity and reputation of its committee members.

2.2 **Highland Hill Runners** will consider all declarations of interest from committee members in accordance with this policy.

2.3 **Highland Hill Runners** policy is to:

(i) treat all committee members fairly;
(ii) provide a declaration process for committee members;
(iii) clearly define the boundaries within which business interests should operate; and
(iv) maintain records of committee member business interests via the Declaration of Interest form (attached as Appendix 1).

2.4 This policy applies to all **Highland Hill Runners** committee members.

2.5 Any committee member who knowingly withholds information regarding a potential conflict of interests may be subject to disciplinary action.

2.6 This policy is meant to supplement good judgment, and committee members should respect its spirit as well as its wording.

2.7 Examples of conflicts of interest include:

~~(i) A committee member who is also a member may be faced with a decision in a committee meeting regarding whether fees for members should be increased.~~ [This need not be declared as membership is a requirement for all committee members].

(ii) A committee member who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions at a committee meeting.

(iii) A committee member who is also on the committee of another organisation that is competing for the same funding.

(iv) A committee member who has shares in a business that may be awarded a contract to do work or provide services for the club or is a director, partner or employee or related to someone who is*.

A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the committee member or any person living with the committee member as their partner'.

SECTION 3: RESPONSIBILITIES

3.1 Upon appointment each committee member will make a full, written disclosure of interests using the Declaration of Interest form, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

3.2 A committee member should usually only hold one role within the committee

SECTION 4: COMPLIANCE

4.1 Committee members who do not support this policy and procedure may be subject to disciplinary action.

4.2 Compliance with this policy will be monitored by the Club Chair and/or Secretary

Appendix 1

Highland Hill Runners
Declaration of Interest Form

I, _____, a Committee Member of **Highland Hill Runners** have set out below my interests that might conflict with those of **Highland Hill Runners** as required by the Club's Conflicts of Interest Policy.
Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your family or some other person with whom you have close connection.

Interests that must be registered	**Self**	**Immediate Family**

Category One - Remuneration

Provide a description of remuneration received by virtue of being: - Employed or self-employed - The holder of an office - A director or board member of an undertaking - A partner in a firm; and - Involved in undertaking a trade, profession, vocation or any other work Note – the value of remuneration does not require to be disclosed.		
Detail the name, and registered name if different, and nature of any applicable employer, self-employment, business, undertaking or organisation.		
Describe the nature and regularity of the work that is remunerated.		

Category Two - Related Undertakings

A description of a directorship that is not itself remunerated, but is of a company or undertaking, which is a parent or subsidiary of a company, or undertaking that pays remuneration.		

Category Three - Gifts and Hospitality

Gifts or hospitality offered to you by external bodies whilst acting in your position as a *Committee member of **Highland Hill Runners** not previously declared, and whether this was declined or accepted.		

Category Four - Non-Financial Interests

A description of such interests as may be significant to, of relevance to, or bear upon, the work or operation of **Highland Hill Runners**, including without prejudice to that generally membership of or office in		
Do you or your immediate family use the services of **Highland Hill Runners?** If yes, please supply details.		
Any contractual relationship with the Company		
Any other conflicts of interest not covered by the above		

To the best of my knowledge the above information is correct and complete. I undertake to advise the Club Secretary of **Highland Hill Runners** if any of the above information should change or if I become interested in any way that creates a potential conflict of interest with my position as a Committee Member of **Highland Hill Runners**. I agree to review and update this declaration at least annually, and to ensure any changes in circumstances are reported within one month of them changing. I give my consent for this information to be used for the purposes described in the **Highland Hill Runners** conflicts of interest policy and for no other purpose.

Signed: _____

Date: _____

Appendix 2

Highland Hill Runners

Registration of Interest – Committee

This document should be used to record any conflict of interest highlighted

Date	Name	Description	Party Informed