



# Conflict of Interests Policy

Any person being nominated for election as a Director or for appointment to any sub-committee, the National Diving Council or Committee or Working Group and has any financial interest in the sport of sub-aqua shall before acting as a Director, or a Member of the National Diving Council, Committee Sub Committee or Working Group state in writing to the Secretary of the Company all such interests. No person having made such a statement of financial interest shall act as a Director, Member of the National Diving Council, Committee, Sub Committee or Working Group until notified of acceptance of his membership of the Board, National Diving Council, Committee, Sub Committee or Working Group by the Secretary of the Company. The above provisions shall apply mutatis mutandis to any person who subsequent to such nomination election or appointment as the case may be acquires any financial interest in the sport. Failure of any person having a financial interest in the sport at any time to fulfil these provisions shall automatically disqualify such person from holding office as a Director, Member of the National Diving Council other Committee, Sub-Committee or Working Group.

Further, all Directors, Members of the National Diving Council and staff of the Company have an obligation to declare any interest which might arise in respect of dealings with the Company by themselves and/or by parties with whom they are connected or associated and where such arise to avoid conflicts of interest by way of such declaration either of a general nature to the Company Secretary on an annual basis or of a specific nature to the Chairman of the meeting in question. Where a conflict, real or potential, arises in any meeting of the above groups, it will be up to the Chairman of the meeting in question to determine:

- a) whether the potential or real conflict simply be minuted; or
- b) whether in addition the Director in question, whilst being permitted to remain at the meeting in question, must not partake in discussions or decisions relating to such matter; or
- c) whether in addition the Director in question should be required to leave the meeting during that particular matter (even if that absence made the meeting no longer quorate for that matter).

**Register of Interests** - The Company Secretary will ensure that a Register of Members' Interests is established to record formally declarations of interests of Board Members. In particular the Register will include details of all Directorships and other relevant and material interests, which have been declared by Members.

# Declaration and Register of Interests



In accordance with the ScotSAC Conflicts of Interest Policy, all Directors should complete a declaration of interests form following appointment. In addition, those seeking appointment to the Board, any sub-committee, the National Diving Council or Committee or Working Group should declare all interests that are relevant and material to the business of The Scottish Sub Aqua Club.

Please complete the table below: The form has been designed to allow it to be completed and sent back electronically. Please email to: [secretary@scotsac.com](mailto:secretary@scotsac.com)

Full Name.

Position:

Date completed

	<i>Please list interests which should be regarded as "relevant and material" under the following categories</i>
<b>1</b>	<b>Directorships, including non-executive directorships held in private companies or public limited companies:</b>
	<input type="checkbox"/>
<b>2</b>	<b>Ownership or part-ownership of private companies, businesses or consultancies or membership of a local authority or public body likely or possibly seeking to do business with The Scottish Sub Aqua Club:</b>
	<input type="checkbox"/>
<b>3</b>	<b>A position of trust in a charity or voluntary organisation in the fields of provision of services for diving, sport, recreation, education and leisure development.</b>
	<input type="checkbox"/>
<b>4</b>	<b>Any connection with a voluntary, public body or other organisation contracting for The Scottish Sub Aqua Club's services:</b>
	<input type="checkbox"/>
<b>5</b>	<b>Any other relevant information:</b>