



SHEPPARTON BADMINTON ASSOCIATION INC

CONFLICT OF INTEREST POLICY

POLICY NAME	Conflict of Interest Policy
DATE OF ISSUE	July 1 2023
POLICY COVERAGE	This policy covers all SBA members and visiting players.
DATE OF REVIEW	Annually at the January General Meeting
CONTROLLING BODY	Shepparton Badminton Association Inc.

PURPOSE

It is recognised that all members of the Committee / Board and staff will have interests associated directly or indirectly with the functions of the organisation. It is possible that conflicts of interest may arise for Committee / Board Members, and volunteers.

This policy and procedures guide how conflicts of interest are brought to the attention of the organisation and how the conflict can be managed.

POLICY STATEMENTS

All Committee members, or volunteers must notify the Committee's Chairperson of any perceived, real or potential conflict of interest as soon as it is recognised. The Chairperson will decide the appropriate action regarding the reported conflict.

If the conflict relates to the Chairperson, a Temporary Chair needs to be assigned by the Committee to manage it.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflict of Interest Register.

SCOPE

This policy applies to all members of the Committee and volunteers as well as any person acting on behalf of Shepparton Badminton Association.

DEFINITIONS

Conflicts of interest are real, perceived, or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.



PROCEDURES

The Chairperson will call for any conflicts of interest to be declared at the commencement of every annual general meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Secretary will manage a Conflict of Interest Register.

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions.
- The person who has declared the conflict to not participate in particular decisions.
- The person who has declared the conflict of interest not to be present for particular discussions.
- The person who has declared the conflict of interest not to participate in a series of meetings.
- Where the conflict of interest has a significant impact on the reputation of the organisation, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue.
- Where a person fails to declare a conflict of interest, they may be subject to disciplinary or legal action.



Shepparton Badminton Association Inc.

P.O. BOX 6290
SHEPPARTON, 3632

(A5732R)

Conflict of Interest Disclosure Agreement

Name: _____

Position: _____

I have been informed and I agree to bring to the attention of the proper level of authority any real or perceived conflicts of interest that may arise during the course of my Committee Role with Shepparton Badminton Association.

This would include disclosing any real and/or perceived conflicts at the commencement of meetings where agenda items to be discussed fall within the area of conflict.

I agree to supply details of my interests as they arise and prior to for the purpose of keeping a register.

Such conflicts include, but are not limited to, personal affiliations, professional affiliations, business dealings, dealing with other boards, and so forth.

Additionally, I agree to abide by the direction and decision rendered by the organisation.

Signature: _____

Date: _____



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