



Waverley Baseball Club

Conflict of Interest Management Policy / Procedures

Conflict of Interest Management Policy / Procedures		Approval Date:	20 Feb 2023
		Review Date:	April 2024
		Version No:	V1.2
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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, staff and volunteers.

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

POLICY STATEMENTS

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

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

In the case of staff and volunteers with decision-making powers, any conflict of interest must be reported to the President or Secretary.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest. Other related policies and procedures e.g. appointments, selection and contracting should be adhered to without exception.

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 Board, all staff, coaches and volunteers as well as any person acting on behalf of Waverley Baseball Club

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



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PROCEDURES

The President will call for any conflicts of interest to be declared at the commencement of every 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.

DOCUMENTS OR TEMPLATES

- Conflict of Interest Register
- Selection Policy / Procedures (not yet published)