



GEELONG PICKLEBALL CLUB INC.

Conflict of Interest Policy

Last updated June 24

Policy number	[001]	Version	1
Drafted by	Caroline Jordan	Approved by committee on	[19/06/24]
Responsible person	President]	Scheduled review date	[June 2025]

1. Introduction

- 1.1 The Committee of the Geelong Pickleball Club is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

2. Scope

- 1.1 This policy applies to all members of the Committee, members and volunteers as well as any person acting on behalf of Geelong Pickleball Club

3. Purpose

- 1.1 This policy has been developed to provide a guide for:
 - all Committee Members in declaring conflicts of interest; and
 - the Committee, when determining how to deal with situations of conflict.

4. Definitions

- 1.2 **'Conflict of interest'** is defined as:
 - a. 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.
 - b. Where the immediate family or business connections of a committee member, or any person with whom the Committee member is in a close relationship, stands to gain financially from any business dealings, programs or services of the club,
 - c. Where a Committee member has a role on another organisation/club, where the activities of that other organisation/club may be in direct conflict or competition with the activities of the Geelong Pickleball Club.
- 1.3 **'Close relationship'** is defined as any relationship that might reasonably give rise to an apprehension that the Committee member might place the interests of the other party above the interests of the club.

2. Policy

- 2.1 A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Committee Member to exercise objectivity.
- 2.2 The Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member

concerned. All financial conflicts of interest, as defined by statute, shall be documented in the Committee's Conflicts of Interest Register.

- 2.3 Where a Committee member has an actual or perceived financial conflict of interest, that Committee member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meetings), unless expressly invited to do so by unanimous agreement by all other members present.
- 2.4 Where a Committee member has an actual or perceived financial conflict of interest, that Committee member shall not vote on that matter.
- 2.5 Where a Committee member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the club, or any other person having dealings with the club, that Committee member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meetings), unless expressly authorised to do so by the Committee.
- 2.6 Where a Committee member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the club, or any other person having dealings with the club, that Committee member shall not vote on that matter, unless expressly authorised to do so by the Committee.
- 2.7 The Committee may further supplement the definition of conflict of interest from time to time if it so wishes, and may specify the procedures to apply in such cases.
- 2.8 Committee members are not barred from engaging in business dealings with the club, provided that these are negotiated at arm's length without the participation of the Committee member concerned.
- 2.9 A Committee member who believes another Committee member has an undeclared conflict of interest should specify in writing to the Secretary the basis of this potential conflict.



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Committee Conflict of Interest Procedures

Procedure number	[insert number]	Version	1
Drafted by	Caroline Jordan	Approved on	[insert date]
Authorised person	President	Scheduled review date	[insert date]

1. Responsibilities

- 1.1 The President is responsible for bringing this policy to the attention of prospective Committee members.
- 1.2 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.
- 1.3 The Secretary will manage a Conflict of Interest Register
- 1.4 All Committee members are responsible for respecting this policy.

2. Processes

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

- 2.1 Recording the nature of the conflict of interest including any actions or decisions
- 2.2 The person who has declared the conflict to not participate in particular decisions
- 2.3 The person who has declared the conflict of interest not to be present for particular discussions
- 2.4 The person who has declared the conflict of interest not to participate in a series of meetings
- 2.5 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
- 2.6 Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

3. Documents & Templates

- 3.1 Conflict of Interest Register