



Footscray Swimming and Water Polo Clubs Inc.

Conflict of Interest Policy

Version	Prepared by	Date:	Endorsed by:	Date endorsed:	Next review date:
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Introduction

Conflicts of interest commonly arise, and do not need to present a problem to Footscray Swimming and Water Polo Clubs Inc. (the club) if they are openly and effectively managed.

Purpose

The purpose of this policy is to assist members and representatives of the club to act with integrity and in accordance with community expectations in regards to personal material interests.

Policy

Conflict of interest for Committee Members

1. Committee members must declare any personal material interests in a club related matter as soon as they become aware of the conflict of interest. This declaration must be made to the Committee immediately, noted in committee meeting minutes, added to the Conflict of Interest Register, and disclosed to members at the next General Meeting.
2. Committee members with a conflict of interest on a matter discussed in a committee meeting are not allowed to be present for discussion on that business matter and they are not permitted to vote on that business matter.

Conflict of interest for volunteers and staff in operational roles

3. Volunteers and staff must disclose any personal material interest that arises in regards to their role as soon as they become aware of the conflict of interest. This disclosure must be made to a representative on the committee. This conflict of interest must be added by that committee member to the Conflict of Interest Register.
4. The Committee reserves the right to manage that staff or volunteer's conflict of interest as they see fit, including the removal of that person from specific duties and responsibilities.

Responsibilities

This policy applies to all staff and volunteers of the club. All volunteers and staff are required to indicate their acceptance of this policy prior to commencement in any office.

Definitions

Term	Definition
Conflict of interest	A conflict of interest occurs when one's personal interests conflict with their responsibility to act in the best interests of the club. Personal interests include direct interests as well as those of family, friends, or other organisations a

	<p>person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a member's duty to the club and another duty that the member has (for example, to another committee). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.</p> <p>These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the club must be managed accordingly.</p>
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Related Documents

Conflict of Interest Register **(to be created)**