



**Drysdale Clifton Springs Pickleball Club**  
**Conflict of Interest Policy**

### **1. Purpose**

The purpose of this Conflict of Interest Policy is to ensure that Drysdale Clifton Springs Pickleball Club operates with integrity, transparency, and accountability, maintaining the highest standards of ethical conduct. This policy aims to identify, address, and manage any actual, potential, or perceived conflicts of interest that may arise among Committee members, Sub-Committee members, Contractors and other stakeholders involved in Club decision making activities.

### **2. Scope**

This policy applies to all individuals associated with Drysdale Clifton Springs Pickleball Club, including but not limited to:

- Committee members
- Sub-committee members
- Contractors
- Any other individual or entity involved in Club decision making activities

### **3. Definition of Conflict of Interest**

A conflict of interest arises when a person's personal interests, relationships, or activities interfere, or appear to interfere, with their ability to act in the best interests of the Club. This includes any situation where an individual's loyalty or objectivity may be compromised due to their personal, financial, or professional interests.

Conflicts of interest may be:

- **Actual:** When a person's interests directly conflict with their responsibilities to the Club.
- **Potential:** When a person's interests could conflict with their duties in the future.
- **Perceived:** When a situation could appear to a third party that a conflict exists, even if none exists in reality.

### **4. Examples of Conflicts of Interest**

- **Personal or Financial Interests:** When an individual has a financial interest in a company that the Club does business with, or if they stand to personally benefit from a decision made by the Club.

- **Family Relationships:** When a family member of a director, employee, or volunteer is involved in activities that could influence or be influenced by decisions made by the Club.
- **Employment or Business Ventures:** When an individual has outside employment or business interests that may affect their judgment in their role at the Club.
- **Gifts and Hospitality:** Accepting gifts, entertainment, or other benefits from individuals or organizations that have a business relationship with the Club could create a conflict of interest.
- **Involvement in Other Sporting Organizations:** When an individual holds a role or relationship in a competing or similar organization that could affect their decisions within the Club.

## 5. Responsibilities

- **Disclosure:** All Club Committee Members and contractors providing a product or service must disclose any actual, potential, or perceived conflict of interest to the Club as soon as it arises. Disclosure must be made in writing to the designated Club representative being either the Club Secretary or President.
- **Recusal:** Individuals with a conflict of interest must recuse themselves from any discussions, decisions, or voting related to the matter in question. This includes stepping aside from any decision-making processes where they may benefit personally or financially.
- **Review and Resolution:** The Club will assess the conflict of interest and determine an appropriate course of action. The designated committee will review the disclosure and, where necessary, take action to resolve the conflict. This may involve adjusting duties, reassignment, or other measures to ensure the conflict does not compromise the integrity of the Club's operations.

## 6. Procedures for Reporting Conflicts of Interest

- At the start of each Club Committee meeting, members must declare if they have any or know of any possible conflicts of interest, with the conflict recorded in the Club meeting minutes and placed on the Conflict of Interest Register.
- **Initial Disclosure:** Upon joining the Club Committee or being engaged by the Club as a contractor to provide a product or service, any known conflicts of interest must be relayed to the Club in writing and acknowledgement of the Club Conflict of Interest Policy be completed below.
- **Ongoing Disclosure:** Any new or evolving conflict must be reported as soon as it becomes apparent and recorded on the Conflict of Interest Register, even if the conflict of interest arises after the initial disclosure. The Conflict of Interest register is managed to maintain currency by the Club President and Secretary.
- **Review by the Committee:** If a conflict of interest is disclosed, the Committee will review the situation and determine whether the conflict can be resolved or mitigated. This may involve:
  - Asking the person to step back from related decision-making processes.

- Taking no action if the conflict is deemed minor and does not affect Club operations.
- Taking corrective action, such as removing the person from specific responsibilities.

**7. Sanctions for Non-Compliance**

Failure to comply with this policy, including failing to disclose conflicts of interest or acting in a manner that benefits personal interests at the expense of the Club, may result in disciplinary action. Sanctions may include:

- Formal warning
- Suspension or removal from the committee, or specific Club role
- Termination of membership or employment

**8. Confidentiality**

All information disclosed under this policy, including any potential or actual conflicts of interest, will be handled confidentially, to the extent possible, and only shared with those who need to know to assess or resolve the situation.

**9. Review of Policy**

This policy will be reviewed periodically by the Committee to ensure its continued relevance and effectiveness. Any updates or changes to the policy will be communicated to all members and other stakeholders through the Club website.

**Acknowledgement**

I have read and understood the Drysdale Clifton Springs Pickleball Club Conflict of Interest Policy. I agree to comply with its terms and disclose any actual, potential, or perceived conflicts of interest that may arise.

**Signed** \_\_\_\_\_

**Name** \_\_\_\_\_ **Date**     /     /

This policy helps maintain transparency and trust within the Club, ensuring that all decisions are made in the best interests of the Club and its members.

Drafted by – Roy Preece & Jos Kurrle	Approved by Committee     /     /
Responsible people – Club President and Secretary	Scheduled review date     /     /