

## **University & Teachers Rugby Union Football Club Inc:**

### **Policy Number 3      Conflict of Interest**

Version 1.

Update: 5 Feb 2018

Committee Approval: 7 February 2018

1.0 The University & Teachers Rugby Union Football Club Inc. promotes integrity and transparency through the development of a Conflict of Interest Policy.

#### **2.0 Definition Conflict of Interest**

2.1 A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between an interest / loyalty the person has, and the other professional or public interest which they serve.

2.1 A Conflict of Interest exists when you have to decide between the best interest of the club and another interest (personal or professional) you have, or a party related to you, has. This refers to a reasonably perceived, potential or actual conflict of interest and may be financial or non -financial. Each Committee Member has a fiducial and legal responsibility for declaring their own conflict of interest. (\*See below for undeclared Conflicts of Interest)

2.3 Conflicts of interests can easily arise; **It's how we handle them that counts.**

2.4 A conflict of interest can occur when a person's personal / professional interests conflict with their responsibility to act in the best interests of the University & Teachers Rugby Union Football Club Inc. 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 University Rugby Union Football Club and must be managed accordingly.

#### **3.0 Scope**

3.1 This policy applies to committee members, coaches, players, sponsors and members / volunteers / club supporters of University & Teachers Rugby Union Football Club Inc.

#### **4.0 Purpose: Conflict of Interest Policy**

4.1 The purpose of this policy is to:

4.1.1 help Committee Members of University & Teachers Rugby Union Football Club Inc. to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest.

- 4.1.2 protect the integrity and reputation of University & Teachers Rugby Union Football Club Inc.
- 4.1.3 manage risk appropriately as Conflicts of interest may affect or have the appearance to affect, sound and professional judgement adversely.
- 4.1.4 Abiding by the Conflict of Interest Policy is an essential part of abiding by our Club Values and Code of Conduct Policy.

## **5.0 Identification and disclosure of conflicts of interest**

- 5.1 Don't make assumptions find out whether there is a conflict of interest?

## **6.0 Conflict of Interest – Management Committee**

- 6.1 The Management Committee is responsible for:

- 6.1.1 establishing a system for identifying, disclosing and managing conflicts of interest across the club.
- 6.1.2 monitoring compliance with this policy, and
- 6.1.3 reviewing this policy regularly to ensure that the policy is operating appropriately and effectively.

## **7.0 Policy Review**

- 7.1 This policy will be reviewed regularly, at least every three (3) years

## **8.0. Conflict of Interest Register**

- 8.1 Conflict of Interest Register will be updated at the first Committee Meeting after every Annual General Meeting

- 8.1.1.1 any new Conflicts of Interest that the management committee regards as significant will be added to the conflict of interest registrar during the term of that committee.
- 8.1.1.2 The Club Secretary or in their absence a person deligated by the committee will have the responsibility keeping the Conflict of Interest Registrar up to date.
- 8.1.1.3 Any conflict of interest considered significant by the Committee, and actions taken, will be documented in the minutes.

## **9.1 To Avoid Conflict of Interest at Committee Meetings:**

- 9.1 As a part of the meeting protocols at the beginning of each committee meeting the question be asked *“has anyone got a conflict of interest on this meeting’s agenda?”*

9.2 As the meeting proceeds if a Committee Member identifies they could have a potential or perceived conflict of interest they need to announce the conflict to the committee. Responsibility: *“I might have a Conflict of Interest between X and Y.”*

9.3 If it's clear the person has a Conflict of Interest they can:

9.3.1 answer any questions and share any information relevant to the topic of discussion and / or

9.3.2 voluntarily choose to leave the meeting for discussion of that topic on the agenda,

9.3.3 the Member can also be asked by the Chair to leave the meeting for the duration of the topic.

9.4 If this does not happen any Member of the Committee can state, there is a “Point of Order” to the Conflict of Interest which has been raised and the Chair will then put it to the vote of the Committee whether the person leave the room for the discussion on this topic on the agenda (and then the person can return for the completion of the agenda items of the meeting).

9.4.1 Upon returning to the meeting, the Member will be informed only of the decision.

9.5 If a committee member brings up a Point of Order it must be actioned (and Committee vote taken).

9.6 The approval of any action requires the agreement of at least a majority of the Committee (excluding any conflicted committee member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting.

9.7 Investigating a Conflict of Interest may result in the committee deciding to:

- take no further action because the potential for Conflict of Interest is minimal or can be eliminated by disclosure;
- seek the views of any other persons involved in the Potential Conflict of Interest;
- where there may be a reasonably perceived Conflict of Interest - appointing an independent third party to oversee the integrity of the process;
- remove the person from the responsibilities or duties to which the conflict relates (see 9.6);
- provide education to the person about identifying and disclosing Conflict of Interest (see 9.6);
- follow this policy and respond to any breaches.

