



## PRGSC (PRG) COMMITTEE CONFLICT OF INTEREST POLICY

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<b>POLICY NAME</b>	PRGSC Committee Conflict of Interest Policy
<b>DATE OF ISSUE</b>	05/01/2023
<b>POLICY COVERAGE</b>	PRGSC Committee Members
<b>TIME OF REVIEW</b>	Biannual review date : January 2025
<b>CONTROLLING BODY</b>	PRG Committee

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### 1. RATIONALE AND PURPOSE

Committee members of Sporting Clubs are frequently drawn from the parent group of its' participants. Therefore, conflicts of interest will occur. However, having a conflict of interest is not necessarily a breach of duty as long as it's disclosed and managed properly.

The purpose of this policy is to help committee members of PRGSC to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of PRGSC and manage risk.

Committee members have a duty to avoid conflicts of interest. A conflict of interest arises where a Committee member finds themselves in a position where their own interests, or someone else's interests (such as a friend or family member) clash with the interests of the organisation, or where the committee member may improperly benefit from their position on the committee.

The PRGSC Committee aims to ensure that committee members are aware of their obligations to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of PRGSC.

This policy applies to committee members of PRGSC.



## **2. DEFINITION OF CONFLICT OF INTEREST**

A conflict of interest occurs when a person'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 person may be involved with or have an interest in. It also includes a conflict between a committee member's duty to PRGSC and another duty that the committee member has (for example, to another committee or club).

A conflict of interest may be actual, potential or perceived and may be financial or non-financial. 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 and must be managed accordingly.

## **3. POLICY GUIDELINES**

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the club if they are openly and effectively managed.

It is the policy of PRGSC as well as a responsibility of the committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to PRGSC.

PRGSC will manage conflicts of interest by requiring committee members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- avoid the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the club.
- follow this policy and respond to any breaches.

The Committee is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the club
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

## **4. MANAGING A CONFLICT OF INTEREST**

Once a conflict of interest has been appropriately disclosed or noted, the committee member with the conflict of interest can present their viewpoint but may not :

- vote on the matter (this is a minimum),



- participate in any further debate, or
- be present in the room during the debate and the voting.

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.

## **5. COMPLIANCE WITH THIS POLICY**

If the committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the committee may take action against them. This may include seeking to terminate their relationship with the committee or club.

If a person suspects that a committee member has failed to disclose a conflict of interest, they must discuss with the person in question, notify the committee, or the person responsible for maintaining the register of interests.

## **6. POLICY REVIEW**

This policy should be reviewed on a bi-annual basis.