



# PLAYFORD AQUATIC CLUB

## CONFLICT OF INTEREST

### POLICY

(Adapted from SwimmingSA Conflict of Interest Policy Sept 2014)

#### **Introduction:**

The purpose of this document is to provide a frame work enabling efficient organisational governance through the management of conflicts of interest. Conflicts of interest are 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.

This policy applies to all Employees, Committee Members, Athletes, General Members and Volunteers of Playford Aquatic Club Inc. The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest.

If a potential for conflict of interest is notified or advised the Employee, Committee Member, Athlete, General Member or Volunteer will be excluded from discussion and or all communication relating to the matter where a potential for conflict has been raised.

Employees, Committee Members, Athletes, General Members and Volunteers have an obligation to act in the best interests of Playford Aquatic Club Inc. and in accordance with Playford Aquatic Club's Constitution, policies, procedures, and other relevant documents.

It is recognised that all Employees, Committee Members, Athletes, General Members and Volunteers will have interests associated directly or indirectly with the functions of the Club. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Playford Aquatic Club.

Such conflicts may create problems as they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Playford Aquatic Club.
- Risk the impression that Playford Aquatic Club has acted improperly.

Everyone is to be informed about and agree on the importance of avoiding conflict of interest.

Everyone is responsible for ensuring that any conflicts of interest are noted in the minutes of the Committee meeting. The minutes will reflect:

- The nature and extent of the conflict;
- An outline of the discussion/situation;
- The actions taken to manage the conflict.



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It is important that you declare a conflict of interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. If you are not sure what to declare, err on the side of caution.

**Playford Aquatic Club Committee**

**March 2024**