



SUTHERLAND DISTRICT BASKETBALL ASSOCIATION (SDBA) CONFLICT OF INTEREST POLICY

Last updated August 2025

Procedure number	001	Version	1.0
Drafted by	Lyndal Punch	Approved by Board on	12 August 2025
Responsible person	General Manager	Scheduled review date	August 2026

1. PURPOSE

- 1.1 The purpose of this policy is to ensure that all Directors, Officials, Committee Members, and Volunteers of Sutherland District Basketball Association (SDBA) act in the best interests of the organisation by identifying, disclosing, and appropriately managing actual, potential, and perceived conflicts of interest.
- 1.2 This policy promotes transparency, integrity, and accountability in all decisions and operations within the association.

2. SCOPE

- 2.1 This policy applies to:
 - Board Members / Directors
 - Coaching and Team Officials
 - Committee Members
 - General Manager and Staff
 - Volunteers in leadership, advisory, or decision-making roles

3. DEFINITION OF CONFLICT OF INTEREST

- 3.1 A **conflict of interest** occurs when a person's personal interests (financial, relational, or other) interfere or may appear to interfere with their duty to act in the best interests of the association.
- 3.2 Conflicts may be:
 - **Actual** – a real conflict currently exists
 - **Potential** – a conflict could arise in the future
 - **Perceived** – a situation could be seen by others as a conflict, even if none exists.
- 3.3 Examples include (but are not limited to):
 - Involvement in another basketball association or team that competes or collaborates with SDBA
 - Financial interests in vendors, suppliers, or service providers

- Family relationships or friendships influencing decision-making
- A member or coach is involved in selecting a team on which their child is competing
- Receiving personal benefits from a decision or contract awarded by the association
- A person in a position of influence or authority, has a close relationship with a player or coach involved in a selection process or a grievance.

4. RESPONSIBILITIES

- 4.1 All individuals covered by this policy are expected to:
- Avoid conflicts of interest where possible
 - Disclose all actual, potential, or perceived conflicts
 - Comply with procedures to manage any disclosed conflict
 - Update their disclosures if circumstances change
- 4.2 The Board is responsible for reviewing, documenting, and determining actions regarding disclosed conflicts.

5. DISCLOSURE PROCESS

1. **Initial Disclosure:**
On appointment or commencement of a new role, individuals must complete a *Conflict of Interest Disclosure Form*.
2. **Ongoing Disclosure:**
Any new or emerging conflict must be disclosed to the President or General Manager as soon as it arises. Board Directors must disclose any new conflicts of interest in the Board meeting and have it recorded in the minutes.
3. **Annual Review:**
Conflict of interest disclosures will be reviewed annually, with updated forms required from all relevant individuals.

6. MANAGEMENT OF CONFLICTS

- 6.1 Once a conflict is disclosed, the Board (or an appointed sub-committee) will:
- Assess the nature and significance of the conflict
 - Determine appropriate action, which may include but limited to:
 - Requiring the individual to abstain from discussion or voting
 - Reassigning certain responsibilities
 - Removing the individual from a particular decision-making process or role or position
 - Recording the conflict with no further action if it poses minimal risk.
- 6.2 All actions taken will be documented in meeting minutes or a conflict register.

7. BREACHES OF THIS POLICY

- 7.1 Failure to disclose a conflict of interest or to comply with this policy may result in disciplinary action, including removal from a role, suspension, or other actions consistent with the association's governance rules.

8. RELATED DOCUMENTS

- Conflict of Interest Disclosure Form
- Code of Conduct
- Constitution
- Confidentiality Policy
- Coach Application Interests Declaration Form

Conflict of Interest Disclosure Form

Sutherland District Basketball Association

Position: Director / Official

Purpose: This form is intended to identify, disclose, and manage any actual, potential, or perceived conflicts of interest held by Directors or Officials of Sutherland District Basketball Association (SDBA) in order to uphold transparency, integrity, and fairness in all decision-making processes.

1. Personal Details

Name: _____

Position/Role: _____

Date: _____

2. Conflict of Interest Disclosure

Please answer the following questions to the best of your knowledge.

A. Do you (or a family member or close associate) have any financial interest in any organisation (e.g. business, club, vendor) that has dealings with SDBA?

☐ Yes ☐ No

If yes, please provide details:

B. Are you (or a family member or close associate) involved with any basketball team, association, or program that could be impacted by decisions made in your role?

☐ Yes ☐ No

If yes, please provide details:

C. Do you hold any other position (paid or unpaid) that may create a conflict of interest in your role as a Director or Official?

☐ Yes ☐ No

If yes, please provide details:

D. Are there any other circumstances not listed above that may give rise to an actual, potential, or perceived conflict of interest?

☐ Yes ☐ No

If yes, please explain:

3. Declaration

I declare that the information provided above is true and complete to the best of my knowledge. I understand my obligation to disclose any conflict of interest and agree to update this form should my circumstances change. I also agree to comply with [Association/Club Name]'s Conflict of Interest Policy and any decisions made regarding the management of disclosed interests.

Signature: _____

Date: _____

4. For Office Use Only

Received by: _____

Date Received: _____

Action Taken / Notes:

Reviewed By (President or Board Appointed Director):

Name: _____ Signature: _____ Date: _____

Coach Application Interests Declaration Form

Sutherland District Basketball Association (SDBA)

Purpose: This form is to be used by coaches to provide SDBA with information regarding any interests they may have as it relates to athlete selections for representative teams.

1. Personal Details

Name: _____

Date: _____

2. Are you affiliated with SDBA or any other school, club, or association as either as a coach or manager or parent?

☐ Yes ☐ No

If Yes, please list association Name, Age Group, Gender, Divisions and role.

3. Are you a Parent / relative of a player who will be trialling for a position in a representative team?

☐ Yes ☐ No

If Yes, please list the name of the player/s

4. Do you provide any basketball services to any athletes who are likely to trial at SDBA. This includes one on one, group sessions, mentorship, school coaching.

☐ Yes ☐ No

If Yes please list the name of the player/s

5. Do you provide these services?

☐ Paid

☐ Unpaid

☐ Both Paid and Unpaid

6. Have you read the SDBA Confidentiality Policy and do you agree to comply with its terms?

☐ Yes ☐ No

Signature

Date: