



SUTHERLAND DISTRICT BASKETBALL ASSOCIATION (SDBA) CONFLICT OF INTEREST POLICY

Procedure number	001	Version	2.0
Drafted by	Lyndal Punch	Approved by Board on	28 July 2026
Responsible person	General Manager	Scheduled review date	July 2027

1. PURPOSE

- 1.1 The purpose of this policy is to ensure that all Directors, Committee Members, Officials, Coaches, Selectors, and Volunteers (including those applying for these roles) 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
 - Committee Members
 - Coaching and Team Officials
 - Selectors
 - General Manager and Staff
 - Volunteers

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 person is involved in selecting a team on which their child, or a child they have a personal or commercial relationship with directly or indirectly through that child's parents, 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 complaint.

4. RESPONSIBILITIES

4.1 All individuals covered by this policy are expected to:

- Avoid conflicts of interest where possible
- Understand their obligations under this policy
- Disclose all actual, potential, or perceived conflicts
- Update their disclosure 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 application, appointment or commencement of a new role, individuals must complete a *Conflict of Interest Disclosure Form*, attached to this policy.

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 is not limited to:
 - Deeming the individual ineligible for the role
 - Requiring the individual to abstain from making certain decisions
 - Requiring the individual to be absent from certain decision-making processes and decisions
 - Removing the individual from a role
 - Reassigning certain responsibilities
 - Appointing an independent person as the final decision maker
 - 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
- Confidentiality Policy
- Constitution



Conflict of Interest Disclosure Form

Attachment to SDBA Conflict of Interest Policy

Position (or prospective position) (please circle): **Director / Official / Coach / Staff member / Volunteer**

Purpose: This form is intended to identify, disclose, and manage any actual, potential, or perceived conflicts of interest held by anyone working in a paid or volunteer capacity, at Sutherland District Basketball Association (SDBA) to uphold transparency, integrity, and fairness in all decision-making processes. Refer to the SDBA Conflict of Interest policy for examples of circumstances that create a conflict of interest.

1. Personal Details

Name: _____

Role (or prospective 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, close friend 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, close friend or close associate) involved or affiliated with any basketball association, program, team or player that could be impacted by decisions made in your role (or prospective 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 (or prospective role)? This includes, but is not limited to, any basketball services, such as private coaching, group sessions, mentorship, school coaching.

☐ Yes ☐ No

If yes, please provide details including any services rendered and whether they are paid or unpaid:



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 SDBA'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: _____