



Ice Hockey New South Wales Conflict of Interest Policy

Policy Name: Conflict of Interest Policy

Date of Approval: 17/03/2025

Policy Coverage: Committee Members, Portfolio holders and those paid to perform a function on behalf of Ice Hockey NSW to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of IHNSW and manage risk

Date of Review: 16/03/2027

1. Purpose

The purpose of this policy is to help committee members, portfolio holders and those paid to perform a function on behalf of **Ice Hockey New South Wales** to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of IHNSW and manage risk.

2. Objective

The IHNSW Committee (called the 'committee' in this policy) aims to ensure that committee members, portfolio holders and those paid to perform a function on behalf of IHNSW, are aware of their obligation 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 IHNSW.

3. Scope

This policy applies to the committee members of IHNSW, holders of portfolios and anyone paid to perform a function on behalf of IHNSW.

4. Definitions

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the IHNSW.

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 (for example, as a shareholder).

It also includes a conflict between a committee member's duty to IHNSW and another duty that the committee member has (for example, to a player 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 IHNSW.

Therefore these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting IHNSW.

Conflict of interests are common, and they do not need to present a problem as long as they are openly and effectively managed.

It is the policy of IHNSW 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 IHNSW.

IHNSW will manage conflicts of interest by requiring committee members, portfolio holders and those paid to perform a function on behalf of IHNSW to:

- avoid conflicts of interest where possible

- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

5.1. Responsibility of the committee

The Executive is responsible for:

- Establishing a system for identifying, disclosing and managing conflicts of interest across the association
- Monitoring compliance with this policy, and
- Reviewing this policy on a biennial basis to ensure that the policy is operating effectively.

IHNSW must ensure that its committee members, portfolio holders and those paid to perform a function on behalf of IHNSW have access to this policy, are aware of their reporting obligations and the duty to disclose any actual or perceived material conflicts of interests.

5.2. Identification and disclose of conflicts of interest

- Once an actual, potential, or perceived conflict of interest is identified, it must be entered into IHNSW's register of interests, as well as being raised with the committee at the first meeting after the conflict is identified.
- Where every other board member shares a conflict, the committee should manage the conflict in accordance with 3.4
- The register of interests must be maintained by the Executive Officer. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of IHNSW Executive Members

Once the conflict of interest has been appropriately disclosed, the committee (excluding the committee member, portfolio holder, or person paid to perform a function on behalf of IHNSW who has made the disclosure, as well as any other conflicted committee member) must decide whether or not those conflicted committee members should:

- Vote on the matter (this is a minimum)
- Participate in any debate, or
- Be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a committee member from regularly participating in discussions, it may be worth the board considering if it is appropriate for the person conflicted to resign from the committee.

6.2. What should be considered when deciding what action to take
In deciding what approach to take, the committee will consider:

- Whether the conflict needs to be avoided or simply documented
- Whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- Alternative options to avoid the conflict
- IHNSW's objects and resources, and
- The possibility of creating an appearance of improper conduct that might impair confidence in or the reputation of IHNSW.

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 and in the register of interests.

7. 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 IHNSW.

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